

NORTHMARQUE CTS 43944 ANNUAL GENERAL MEETING NOTICE

Dear Owner

The Annual General Meeting (AGM) for NORTHMARQUE CTS 43944 has been called:

Date: Wednesday, 15 April 2026

Time: 03:00 PM (AEST)

Venue: Via Microsoft Teams, Contact us for teams link, __, QLD, 4170

The AGM provides the opportunity for owners to participate in important decisions about your body corporate, including setting the budgets and levies, confirming the insurance and electing your committee.

Participation in the AGM is optional, however the decisions made by a majority of owners in your body corporate affect all owners.

BCsystems offers the following ways to participate in this meeting

- | | |
|--|--|
| <ul style="list-style-type: none">• Vote electronically• Email or post back your voting paper | <ul style="list-style-type: none">• Attend the AGM in person• Appoint a proxy to act on your behalf |
|--|--|



Too much paper?
Scan here to switch to
email communication

If you have any questions about the motions or meeting procedure, please get in touch with our team.

BCsystems
On behalf of the Committee

A note about this meeting

This annual general meeting (AGM) is being held later than usual.

In late 2025, the previous body corporate manager had to be replaced at short notice. This was in addition to other matters including finalisation of the QCAT dispute with the former caretaker and the onboarding of Aspire Facility Services as the new caretaking service contractor. The committee ran a tender process resulting in the decision to appoint BCsystems. The time of year and the work needed for BCsystems to take over the records and accounts has delayed the holding of the AGM this financial year.

Despite the late timing, the motions and budgets in this agenda all relate to the correct financial year and have been prepared in line with the legislation.

AGENDA

The text of each motion is set out in full on the voting paper. Some motions have an explanatory note which provides further explanation of the motion and its purpose.

Unless otherwise indicated, all motions are submitted by your body corporate committee.

- A. Attendance record and apologies
- B. Admittance of proxies and voting papers
- C. Summary of motions:
 - 1. Confirmation of minutes
 - 2. Confirmation of statement of accounts
 - 3. Audit
 - 4. Appointment of auditor
 - 5. Administrative fund budget and contributions
 - 6. Sinking fund budget and contributions
 - 7. Insurance
 - 8. Body corporate management agreement
 - 9. Committee Election

Quorum and adjourned meeting

This meeting will proceed if a quorum (minimum amount of participation required to proceed) is achieved. The quorum is 25% of the number of voters, including 2 voters present in person.

If the meeting does not achieve a quorum within 30 minutes of the meeting start time, the meeting must be adjourned (postponed) for 7 days to give a further period for owners to submit their votes. The adjourned meeting will be held at BCsystems' Office, Level 1, 621 Wynnum Road, Morningside QLD 4170.

Voting paper security

Voting papers must be submitted directly by the eligible voter to BCsystems, or to the body corporate secretary. It is a legal requirement that any voting paper submitted by anyone other than the voter will not be accepted and will be invalid.

Reserved issues

Unless otherwise stated, the body corporate has not reserved issues for decision by ordinary resolution.

VOTING PAPER
NORTHMARQUE CTS 43944

ALL MOTIONS - REFER TO EXPLANATORY SCHEDULE

-
1. Confirmation of minutes
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the minutes of the previous general meeting held on 24th of September 2025 be confirmed.

☐ YES ☐ NO ☐ ABSTAIN

-
2. Confirmation of statement of accounts
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the body corporate's statement of accounts for the financial year ending 31st of July 2025 (previous financial year) be approved.

☐ YES ☐ NO ☐ ABSTAIN

-
3. Audit
Statutory Motion Submitted by the Committee
Special Resolution

That the body corporate's statement of accounts for the financial year ending 31st of July 2026 (current financial year) not be audited.

Note: If you want the accounts to be audited, vote 'no'; if you do not want the accounts to be audited, vote 'yes'.

Committee Note: The committee recommends that owners vote **"YES"** on this motion to agree that a formal audit is not needed this year (see explanatory notes for full details).

☐ YES ☐ NO ☐ ABSTAIN

-
4. Appointment of auditor
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the independent and properly qualified auditor, Sciacca's Accountants & Advisors be appointed to carry out the audit of the body corporate's statement of accounts for the financial year ending 31st of July 2026, in the event that an audit is required.

☐ YES ☐ NO ☐ ABSTAIN

5. Administrative fund budget and contributions
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the administrative fund budget for the financial year ending 31st of July 2026 totalling \$439,620.00 be approved and that the administrative fund contributions be levied as follows:

Levy Status	Period From	Period To	Due Date	Amount per entitlement*
Already Issued	01/08/2025	31/10/2025	01/08/2025	\$150.000
To be Issued	01/11/2025	31/01/2026	13/05/2026	\$165.500
To be Issued	01/02/2026	30/04/2026	24/06/2026	\$165.500
To be Issued	01/05/2026	31/07/2026	05/08/2026	\$165.500
Total				\$646.500

**Contribution schedule lot entitlement*

And further that, the committee be authorised to issue interim levies for the following financial year as follows:

Interim Periods

Levy Status	Period From	Period To	Due Date	Amount per entitlement*
To be Issued	01/08/2026	31/10/2026	17/09/2026	\$169.400
Total				\$338.800

**Contribution schedule lot entitlement*

☐ YES

☐ NO

☐ ABSTAIN

6. Sinking fund budget and contributions
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the sinking fund budget for the financial year ending 31st of July 2026 totalling \$131,580.00 be approved and that the sinking fund contributions be levied as follows:

Levy Status	Period From	Period To	Due Date	Amount per entitlement*
Already Issued	01/08/2025	31/10/2025	01/08/2025	\$60.000
To be Issued	01/11/2025	31/01/2026	13/05/2026	\$44.500
To be Issued	01/02/2026	30/04/2026	24/06/2026	\$44.500
To be Issued	01/05/2026	31/07/2026	05/08/2026	\$44.500
Total				\$193.500

**Contribution schedule lot entitlement*

And further that, the committee be authorised to issue interim levies for the following financial year as follows:

Interim Periods

Levy Status	Period From	Period To	Due Date	Amount per entitlement*
To be Issued	01/08/2026	31/10/2026	17/09/2026	\$47.800
Total				\$95.600

**Contribution schedule lot entitlement*

☐ YES

☐ NO

☐ ABSTAIN

7. Insurance
Statutory Motion Submitted by the Committee
Ordinary Resolution

That the insurances set out below be confirmed:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-20292153	LONGITUDE INSURANCE PTY LTD	27 August 2026	BUILDING	\$33,100,000.00
			PUBLIC LIABILITY	\$50,000,000.00
			OFFICE BEARERS LIABI	\$5,000,000.00
			COMMON CONTENTS	\$331,000.00
			FIDELITY GUARANTEE	\$100,000.00
			GOVERNMENT AUDIT COS	\$30,000.00
			APPEAL EXPENSES	\$150,000.00
			LEGAL DEFENCE EXP	\$50,000.00
			VOLUNTARY WORKERS	INCLUDED
TOTAL PREMIUM: \$74,108.24				

Excess Details	Excess Amount
Basic Excess	\$5,000
Earthquake, Subterranean Fire or Volcanic Eruption	\$5,000
Storm, Tempest and Rainwater	\$25,000
Water Damage/Water Repairs	\$25,000

Notes:

The policy information above is a summary only. A copy of the policy schedule/certificate of currency is attached to this agenda.

The most recent insurance valuation was carried out on 8 June 2023 and the full replacement value stated in the valuation report was \$33,100,000.00.

And further that the committee of the body corporate be authorised to obtain quotations and renew the insurances upon their expiry with the most suitable insurance quotation.

☐ YES ☐ NO ☐ ABSTAIN

8. Body corporate management agreement
Submitted by the Committee
Ordinary Resolution Without use of Proxies

That the body corporate engage BCsystems (Body Corporate Systems Pty Ltd) as the body corporate manager to provide administrative, financial and secretarial services with the terms being those detailed in the Administration Agreement circulated with this agenda for a period of seven (7) months, commencing on 1st of April 2026, for the secretarial fee of \$180.00 plus GST per lot per annum, plus disbursements, and that any one (1) or two (2) members of the committee be authorised to execute the Administration Agreement.

☐ YES ☐ NO ☐ ABSTAIN

COMMITTEE ELECTION

Note: Nominations are listed alphabetically by surname to ensure there is no prejudice.

Chairperson

Tom Sturme will be elected as no other nominations were received.

Secretary

David Pohlmann will be elected as no other nominations were received.

Treasurer

Joshua Chevin will be elected as no other nominations were received.

Ordinary Member

Andrew Gillespie and Sue Moloney will be elected as no other nominations were received.

Voters Declaration (if applicable):

I/We require that this ballot paper, completed by me/us, be recorded as my/our vote in respect of the election of committee set out above.

NAME(S) OF VOTER(S):		
SIGNATURE(S) OF VOTER(S):		
LOT NUMBER/S:	CTS NUMBER: 43944	DATE:

After completing the ballot paper, please forward the ballot paper to:

The Secretary of the Body Corporate for NORTHMARQUE CTS 43944
C/- BCsystems
PO Box 743, Morningside QLD 4170
E: info@bcsystems.com.au
F: (07) 3899 0225

EXPLANATORY SCHEDULE NORTHMARQUE CTS 43944

Confirmation of minutes

What this motion does

This motion asks owners to confirm that the minutes of the previous general meeting, held on 24 September 2025, are a true and accurate record of what happened at that meeting.

Why it matters

Confirming the minutes is a standard legal step. It does not mean you agreed with every decision made at that meeting. It simply means the written record is correct.

Where to find the minutes

The minutes of the previous meeting are included with this meeting notice and are also available to all owners through the BCsystems owner portal.

Confirmation of statement of accounts

What this motion does

This motion asks owners to review and approve the financial statements for the financial year ending 31 July 2025 (the previous financial year).

What the financial statements cover

The statement of accounts is a report on all the money that came in and went out during the year. It includes levies collected from owners, expenses paid (such as maintenance, insurance, and utilities), opening and closing balances for the administrative and sinking funds, any investments (such as term deposits), tax obligations, and any levies that remain unpaid.

Why it matters

This is your chance to check that the finances have been properly recorded and managed. A copy of the statement of accounts has been sent with this agenda. If you have any questions prior to the AGM, please contact us by email at treasurer@northmarque.net.

Audit

What this motion is about

All owners collectively own the bank accounts and investments held in the body corporate's legal name. BCsystems manages these accounts on instruction from your elected committee.

Why the wording seems backward

The legislation requires this motion to be phrased as a proposal not to audit. This is called a "reverse motion." That means:

- Vote FOR the motion (vote YES) if you agree the accounts do not need to be audited
- Vote AGAINST the motion (vote NO) if you want an independent audit

The committee recommends voting YES (no audit this year)

When BCsystems was appointed in late 2025, they carried out a thorough review of the scheme's accounts and financial records as part of the handover from the previous manager. While this was not a formal audit, it provided the committee with a strong level of assurance that the accounts are in order. For this reason, the committee recommends that owners vote YES on this motion to agree that a formal audit is not needed this year. This saves the cost of a full audit while the accounts have already been independently reviewed during the manager changeover.

This is a special resolution

This motion requires a higher number of votes to pass than an ordinary resolution. Please read the voting instructions carefully, as the reverse wording can be easy to misread.

Appointment of auditor

What this motion does

This motion asks owners to approve which accounting firm will carry out the audit, if one is required. The proposed auditor is Sciacca's Accountants & Advisors.

Why a specific firm must be named

The law requires the proposed auditor to be named in the agenda so that owners can consider whether the choice is appropriate before they vote.

Who can be the auditor

The auditor must be independent. That means the auditor cannot be a committee member, the body corporate manager, or anyone closely connected to either. The auditor must also hold appropriate accounting qualifications.

How this connects to Motion 3

If owners vote to have the accounts audited (by voting NO on Motion 3), this motion decides who will do the audit. If no audit is required, this motion has no practical effect but is included as required by the legislation.

Administrative fund budget and contributions

What this motion does

This motion asks owners to approve the budget for the administrative fund for the financial year ending 31-Jul-2026, totalling \$439,620.00, and to set the levy amounts each owner must pay.

What the administrative fund pays for

The administrative fund covers the normal day-to-day running costs of the building and scheme. This includes things like repairs and maintenance, insurance premiums, electricity for common areas, water, service contracts (such as lifts, fire safety, and cleaning), management fees, and income tax.

How levies are calculated

Your share of the levies is based on your lot's "contribution schedule lot entitlement." This is a number recorded on the title for your lot and it sets your share of the common costs. The levy table on the voting paper shows the amount per entitlement for each period, the dates each levy covers, and the due date for payment.

IMPORTANT: Change from three periods to four quarters

In previous years, levies were issued three times per year. From this year, we are moving to four quarterly levies. This change brings Northmarque in line with standard industry practice. It also means each individual levy is smaller, which helps owners manage their cash flow and household budgets.

Levies marked 'Already Issued'

Some levies in the table are marked "Already Issued." These are interim levies that were pre-approved at the previous AGM, held in September 2024, to keep the building running between financial years. This budget formalises those amounts as part of the full-year budget.

Interim levies for next year

The motion also asks owners to pre-approve interim levies for the first part of the next financial year (August 2026 to January 2027). This is normal practice. It makes sure there is cash flow to pay expenses between the end of this financial year and whenever the next AGM is held.

Can the budget be changed at the meeting?

If you attend the meeting in person, the budget can be adjusted up or down by up to 10% of the proposed amount, if a majority of voters present agree.

Sinking fund budget and contributions

What this motion does

This motion asks owners to approve the budget for the sinking fund for the financial year ending 31-Jul-2026, totalling \$131,580.00, and to set the levy amounts each owner must pay.

What the sinking fund pays for

The sinking fund is a savings account for the building. It pays for major expenses that do not happen every year, such as painting the building, replacing the roof, upgrading lifts, or replacing major equipment. The law requires the sinking fund to plan for these kinds of expenses.

How this differs from the administrative fund

The administrative fund pays for everyday running costs. The sinking fund pays for big-ticket items and long-term maintenance. The two funds must be kept separate by law and money cannot be moved between them.

Levies and interim periods

The same quarterly levy structure and interim arrangements described for the administrative fund (Motion 5) also apply here, including the change from three periods to four quarters. See the levy table on the voting paper for the amounts and due dates.

Insurance

What this motion does

This motion has two parts. First, it asks owners to confirm the current insurance policies that are in place for the scheme. Second, it gives the committee permission to obtain quotes and renew those policies when they expire.

Current policy summary

The scheme's insurance is with Longitude Insurance Pty Ltd (policy number LNG-STR-20292153, current to 27 August 2026). The total annual premium is \$65,070.00. A summary of the cover types, amounts, and excess amounts is set out on the voting paper.

Your own insurance

The body corporate's insurance covers the building and common property, but it has exclusions. Owners should seek their own independent advice about whether they need additional insurance for their individual lot or contents. For a copy of the full policy wording, contact BCsystems.

BCsystems' role

Under the administration agreement, BCsystems arranges competitive insurance quotes each year, provides renewal options to the committee, and helps with claims. As disclosed in the administration agreement, BCsystems receives a commission from the insurer of \$0.00 for this scheme.

Body corporate management agreement

What this motion does

This motion asks owners to formally approve the engagement of BCsystems (Body Corporate Systems Pty Ltd) as the body corporate manager for a period of seven months, from 1 April 2026 to 31 October 2026, at a fee of \$180.00 plus GST per lot per year, plus disbursements.

Background

In late 2025, the committee appointed BCsystems to replace the previous body corporate manager. An interim agreement has been in place since then. This motion asks owners to formally confirm BCsystems as manager for the remainder of the initial 12-month period, through to 31-Oct-2026. At the next AGM, owners will have the opportunity to consider a longer-term engagement.

How the committee and BCsystems work together

The committee takes an active role in managing the scheme's affairs to keep costs down for all owners. BCsystems supports the committee in that work and carries out the functions that the legislation requires a licensed body corporate manager to perform, such as accounting, banking and compliance.

What the cost covers

The fee of \$180.00 plus GST per lot per year is included in the administrative fund budget (Motion 5). Disbursements are out-of-pocket costs for things like postage, printing, and search fees.

No proxies allowed on this motion

The law requires this motion to be decided without the use of proxies. That means each owner must cast their own vote — you cannot give someone else your proxy to vote on it for you.

MINUTES
Extraordinary General Meeting
Body Corporate for NORTHMARQUE C.T.S 43944

HELD AT: Hartley's Body Corporate Management, Suite 3, 15 Discovery Drive NORTH LAKES
DATE OF MEETING: 24/09/2025
TIME OF MEETING: 10:00 AM

PRESENT IN PERSON:

Lot 15	J Chevin	(via ZOOM)
Lot 23	T Lambrecht	(via ZOOM)
Lot 25	N Jennings	(via ZOOM)
Lot 27	Z Pawlikowski	(via ZOOM)
Lot 35	E Loots	(via ZOOM)
Lot 65	A Gillespie	(via ZOOM)

PROXY TABLED: Nil

ELECTRONIC VOTES RECEIVED:

Lot 1	Duo Perfect Pty Ltd
Lot 4	Micadell Pty Ltd
Lot 6	L Rose & K Blaney
Lot 7	S Moloney
Lot 12	M & F Silao
Lot 15	J Chevin & M McLennan
Lot 16	A Dunlop
Lot 19	D Poudel & A Regmi
Lot 20	M Hague
Lot 23	Y Lambrecht
Lot 24	B Singleton
Lot 25	N Jennings
Lot 27	Z & L Pawlikowski
Lot 30	S Scott
Lot 33	J Seeney
Lot 34	K McNamee & N Skofic
Lot 35	E Loots
Lot 41	E Ritmejerite & V Bhaskaria
Lot 43	L Moritz
Lot 47	T Mason
Lot 50	G George
Lot 51	L Patrick
Lot 54	L Bryden
Lot 57	M & M Nakhla
Lot 59	C & A Pittis
Lot 64	B Eather & T Nguyen
Lot 65	A & N Gillespie
Lot 66	G Read
Lot 67	K Daldy

VOTING PAPERS SUBMITTED: Nil

APOLOGIES: Nil

COMPANY NOMINEE: Lot 1 Duo Perfect Pty Ltd to M Daniel
Lot 4 Micadell Pty Ltd company nominee not provided, vote invalid

QUORUM Quorum Met the Chairperson declared the meeting open at 10:00 AM.

CHAIRPERSON Elaine Loots assisted by Rebecca Hamilton.

ATTENDANCE Rebecca Hamilton representing Hartley's Body Corporate Management (HBCM).

Ady Carter on behalf of Inside Out Legal Services as Returning Officer.

Lot 25 D Pohlmann

MOTIONS CONSIDERED:

Motion	1	Confirmation of Minutes		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	Yes

That the minutes of the Extraordinary General Meeting held on 26/05/2025 as distributed to all lot owners and recorded in the Body Corporate Minute File are a true and accurate record of the proceedings of that meeting.

CARRIED		
YES	NO	ABSTAIN
20	1	7

Motion	2	Enter Into Deed of Assignments & Variation		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That subject to the legal and administrative costs of the Body Corporate being paid by the parties to the Deed of Assignment and Variation ('the Deed') attached to this Motion:

- a) in accordance with the terms and conditions therein; and
- b) on the date of assignment, the Body Corporate:

i. consents to the assignment to ASPIRE FACILITY SERVICES PTY LTD ACN 668 952 823 of the Caretaking Agreement and the Letting Agreement ('the Agreements') each dated 14 September 2012 between the Body Corporate and Bartlett Investments Pty Ltd A.C.N. 138 212 950 as trustee for the Bartlett Investment Trust (including any consents, extensions, renewals, assignments and variations to it), which by virtue of assignment DUO PERFECT PTY LTD ACN 606 862 953 AS TRUSTEE FOR PERFECT DUO TRUST ('the Manager') is now a party; and

ii. amends the Agreements by removing the obligation on the Manager (and any successor) to own, occupy or reside within a Lot in the Scheme and including such other variations for efficacy,

AND the Body Corporate must execute in a manner permitted at law the Deed in a form agreed to by the Body Corporate Solicitor (if any) or otherwise annexed to this Motion.

AND the Body Corporate authorises any party (or their legal representative, solicitor or agent) to the Deed to insert the Assignment Date into the Deed once it is known.

CARRIED

YES

NO

ABSTAIN

26

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1

Electronic Votes Received: 28

Physical Votes Received: 0

Total: 28

Total Invalid Votes Received: 1 (1x Company Nominee Form not submitted)

Total Valid Votes Received: 27

Motion	3	New Community Management Statement		SPECIAL RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That, subject to and conditional upon the motion being considered at this meeting to assign and vary the terms of the management rights agreements is resolved in favour and the management rights are transferred pursuant to that motion, the body corporate consent to record a new community management statement (CMS) that differs from the current CMS by replacing by-law 15 in Schedule C (in its entirety) with the following:

- a) All lots shall be used for residential purposes only.

AND that the body corporate's solicitor, Andrew Suttie from Stratify Legal, be authorised and instructed to execute the new CMS and do all things (including signing any documents and answering any requisitions) required to record the new CMS at the Queensland Titles Registry.

CARRIED

YES

NO

ABSTAIN

26

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1

Motion	4	Special Contribution - Replenishment of Body Corporate Funds		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That, as allowed by section 162(2) of the Body Corporate and Community Management (Accommodation Module) Regulation 2020 the Body Corporate fix a special contribution totalling \$120,600 for the replenishment of Body Corporate funds depleted because of QCAT proceedings.

AND that based on the scheme's contribution schedule lot entitlements (CSLE) and in compliance with orders made under section 314 of the Body Corporate and Community Management Act 1997, the contribution will be divided by 67 and levied over 2 payments as outlined in the table below:

Per Lot	Due Date
\$900.00	28/10/2025
\$900.00	28/11/2025

AND that penalty interest at the rate of 2.5% per month (30% per annum) will be applied to the balance of unpaid contributions not received by the due date.

AND that the contribution will be apportioned to the Body Corporate's funds as detailed in the table below:

Fund	% of contribution	Amount of contribution
Administration	60%	\$72,360.00
Sinking	40%	\$48,240.00

CARRIED

YES

NO

ABSTAIN

21

5

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There was no further discussion and the meeting was closed at 10:10 AM

The Secretary for NORTHMARQUE: David Pohlmann
C/- Hartley's Strata Services Pty Ltd
PO Box 111
CORINDA QLD 4075

Balance Sheet - C.T.S. 43944
"NORTHMARQUE"
25 NORTHMARQUE STREET, CARSELDINE, QLD 4034
For the Financial Period 01/08/2025 to 30/09/2025

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
Northmarque CTS 43944	\$(44,823.89)	\$70,083.88	\$25,259.99
GST Paid	\$13,773.12	\$0.01	\$13,773.13
GST Unpaid	\$215.81	\$0.00	\$215.81
Levies Receivable	\$2,546.94	\$1,200.00	\$3,746.94
Petty Cash	\$220.22	\$0.00	\$220.22
Utilities Govt Rebate	\$211.75	\$0.00	\$211.75
Total Assets	\$(27,856.05)	\$71,283.89	\$43,427.84
Liabilities			
Accounts Payable	\$2,497.00	\$0.00	\$2,497.00
Accounts Payable (GST Free)	\$1,857.85	\$(1,727.85)	\$130.00
BAS Clearing	\$(4,356.56)	\$(76.38)	\$(4,432.94)
GST Collected	\$11,274.29	\$4,646.89	\$15,921.18
GST on Arrears/Advances	\$(3,538.73)	\$(689.12)	\$(4,227.85)
Levies Paid in Advance	\$36,082.03	\$7,560.00	\$43,642.03
Unidentified Deposits	\$3,296.36	\$0.00	\$3,296.36
Total Liabilities	\$47,112.24	\$9,713.54	\$56,825.78
Net Assets	\$(74,968.29)	\$61,570.35	\$(13,397.94)
Owners Funds			
Opening Balance	\$65,728.45	\$29,798.05	\$95,526.50
Net Income For The Period	\$(140,696.74)	\$31,772.30	\$(108,924.44)
Total Owners Funds	\$(74,968.29)	\$61,570.35	\$(13,397.94)

**Income and Expenditure Statement - C.T.S. 43944
"NORTHMARQUE"****25 NORTHMARQUE STREET, CARSELDINE, QLD 4034**

For the Financial Period 01/08/2025 to 30/09/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$0.00	\$0.00	\$256.92
Levy Income	\$92,727.52	\$353,107.00	\$279,993.34
Special Levy Income	\$0.00	\$0.00	\$74,999.92
Total Administrative Fund Income	\$92,727.52	\$353,107.00	\$355,250.18
Expenses			
Accounting	\$0.00	\$0.00	\$15.00
Archiving/Records Maintenance	\$31.14	\$0.00	\$177.68
Audit Fees	\$680.00	\$3,300.00	\$(595.00)
Bank Charges/Payments	\$4.00	\$165.00	\$159.54
Building Manager	\$140,065.14	\$91,000.00	\$88,072.35
Consultancy Fees	\$0.00	\$3,600.00	\$3,600.00
Council Charges/Rates	\$0.00	\$115.00	\$0.00
Discount on Levies	\$13,295.67	\$0.00	\$37,625.78
Electricity	\$0.00	\$1,200.00	\$(259.51)
Financial Control Charges/Payments	\$57.50	\$0.00	\$0.00
Fixed Disbursements	\$680.00	\$4,080.00	\$5,516.69
Govt Charges/Lodgements	\$0.00	\$50.00	\$50.00
Govt Compliance	\$176.00	\$192.00	\$192.00
Ins. - Stamp Duty	\$6,084.96	\$5,500.00	\$5,644.07
Ins. - Workcover	\$173.16	\$175.00	\$173.16
Insurance	\$61,848.00	\$54,500.00	\$62,651.59
Insurance Claims	\$0.00	\$0.00	\$11,129.47
Insurance Claims - Excess	\$0.00	\$2,000.00	\$0.00
Insurance Claims - Recovery	\$0.00	\$0.00	\$(11,129.47)
Internet Communications	\$0.00	\$2,000.00	\$1,926.96
Legal Fees	\$3,800.00	\$150,000.00	\$103,268.09
Levy Recovery Costs	\$0.00	\$0.00	\$110.00
Levy Recovery Costs - Billed	\$0.00	\$0.00	\$0.00
Maint. - Building	\$2,620.00	\$2,500.00	\$108.39
Maint. - Building Services	\$0.00	\$120.00	\$120.00
Maint. - Cleaning (Materials)	\$0.00	\$20.00	\$19.87
Maint. - Electrical	\$0.00	\$1,000.00	\$720.00
Maint. - Garden & Grounds (Contract)	\$0.00	\$1,000.00	\$675.65
Maint. - Gutters	\$0.00	\$7,000.00	\$895.45
Maint. - Pest Control	\$0.00	\$4,000.00	\$3,400.00

Income and Expenditure Statement - C.T.S. 43944
"NORTHMARQUE"**25 NORTHMARQUE STREET, CARSELDINE, QLD 4034**

For the Financial Period 01/08/2025 to 30/09/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Maint. - Plumbing	\$0.00	\$1,000.00	\$437.96
Management Fee (Addl)	\$1,225.91	\$1,000.00	\$870.00
Management Fee	\$1,756.68	\$10,540.00	\$10,086.60
Post Print Stationery	\$0.00	\$500.00	\$1,003.00
Post.Print Statio Addtl	\$112.78	\$500.00	\$360.91
Prior Year Adjustment	\$0.00	\$0.00	\$0.00
Rates - Water	\$0.00	\$1,000.00	\$(118.22)
Software Support Fee	\$283.32	\$2,000.00	\$1,930.28
Sundry Expenses	\$0.00	\$1,000.00	\$631.32
Tax - IncomeTax Returns	\$0.00	\$0.00	\$0.00
Tax Prep - BAS	\$360.00	\$1,200.00	\$850.00
Telephone/Fax	\$170.00	\$850.00	\$850.00
Total Administrative Fund Expenses	\$233,424.26	\$353,107.00	\$331,169.61
Administrative Fund Surplus/Deficit	\$(140,696.74)	\$0.00	\$24,080.57

Income and Expenditure Statement - C.T.S. 43944
"NORTHMARQUE"**25 NORTHMARQUE STREET, CARSELDINE, QLD 4034**

For the Financial Period 01/08/2025 to 30/09/2025

Sinking Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	\$0.00	\$0.00	\$67.14
Levy Income	\$37,090.60	\$79,286.00	\$57,287.16
Total Sinking Fund Income	\$37,090.60	\$79,286.00	\$57,354.30
Expenses			
Building	\$0.00	\$60,000.00	\$113,066.19
Cleaning	\$0.00	\$0.00	\$7,418.18
Discount on Levies	\$5,318.30	\$0.00	\$7,853.78
Electrical	\$0.00	\$5,500.00	\$0.00
Fencing/Gates	\$0.00	\$4,500.00	\$651.75
Gardens & Grounds	\$0.00	\$5,000.00	\$0.00
Major Expenditure	\$0.00	\$0.00	\$8,443.63
Painting	\$0.00	\$0.00	\$55,248.84
Plumbing	\$0.00	\$0.00	\$0.00
Roof/Gutters	\$0.00	\$0.00	\$0.00
Tree Removal/Pruning	\$0.00	\$0.00	\$0.00
Total Sinking Fund Expenses	\$5,318.30	\$75,000.00	\$192,682.37
Sinking Fund Surplus/Deficit	\$31,772.30	\$4,286.00	\$(135,328.07)

Expenses & Other Income - C.T.S. 43944
"NORTHMARQUE"
25 NORTHMARQUE STREET, CARSELDINE, QLD 4034
For the Financial Period 01/08/2025 to 30/09/2025

Consolidated

Administrative Fund - Other Income

Total for Administrative Fund - Other Income \$0.00

Administrative Fund - Expenses

Archiving/Records Maintenance

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Archiving Fee (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$15.57	\$15.57
01/09/2025	146767	Archiving Fee (01/09/2025 - 01/09/2025) Hartley's Strata Services Pty Ltd	\$15.57	\$31.14
Total for Archiving/Records Maintenance			\$31.14	

Audit Fees

Date	Ref.	Details	Amount	Balance
01/09/2025	146767	Audit Preparation to BEY 31/07/2025 (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$680.00	\$680.00
Total for Audit Fees			\$680.00	

Bank Charges/Payments

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Bank Reconciliation Fee (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$2.00	\$2.00
01/09/2025	146767	Bank Reconciliation Fee (01/09/2025 - 01/09/2025) Hartley's Strata Services Pty Ltd	\$2.00	\$4.00
Total for Bank Charges/Payments			\$4.00	

Building Manager

Date	Ref.	Details	Amount	Balance
03/08/2025	INV-1256	Remuneration 15/7/25-14/8/25 Duo Perfect Pty Ltd	\$8,011.44	\$8,011.44
01/09/2025	INV-1258	Remuneration 15/8/25-14/9/25 Duo Perfect Pty Ltd	\$8,011.44	\$16,022.88
01/09/2025	OCL06522-01	Instalment 1: Costs in QCAT matter OCL065-22 Duo Perfect Pty Ltd	\$62,021.13	\$78,044.01
01/09/2025	OCL06522-02	Instalment 2: Costs in QCAT matter OCL065-22 Duo Perfect Pty Ltd	\$62,021.13	\$140,065.14
Total for Building Manager			\$140,065.14	

Financial Control Charges/Payments

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Payment Processing (01/07/2025 - 31/07/2025) Hartley's Strata Services Pty Ltd	\$15.00	\$15.00
05/08/2025	145823	Levy Instalment Notice (01/07/2025 - 31/07/2025) Hartley's Strata Services Pty Ltd	\$2.50	\$17.50
05/08/2025	145823	Financial/Management/Status Reports -June 25 (01/07/2025 - 31/07/2025) Hartley's Strata Services Pty Ltd	\$15.00	\$32.50
01/09/2025	146767	Payment Processing (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$10.00	\$42.50
01/09/2025	146767	Financial/Management/Status Reports -July 25 (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$15.00	\$57.50
Total for Financial Control Charges/Payments			\$57.50	

Hartleys Body Corporate Management

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Page 6

Expenses & Other Income - C.T.S. 43944 "NORTHMARQUE" 25 NORTHMARQUE STREET, CARSELDINE, QLD 4034 For the Financial Period 01/08/2025 to 30/09/2025

Fixed Disbursements

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Fixed Disbursement Fee (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$340.00	\$340.00
01/09/2025	146767	Fixed Disbursement Fee (01/09/2025 - 01/09/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$340.00	\$680.00
Total for Fixed Disbursements			\$680.00	

Govt Compliance

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Change of Owner Processing (01/07/2025 - 31/07/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$16.00	\$16.00
01/09/2025	146767	Returning Officer - EGM 24/9/25 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$160.00	\$176.00
Total for Govt Compliance			\$176.00	

Ins. - Stamp Duty

Date	Ref.	Details	Amount	Balance
22/08/2025	WSM220976647	Workcover Stamp Duty <i>Workcover Queensland</i>	\$9.52	\$9.52
27/08/2025	547291	Insurance Premium Stamp Duty <i>Direct Insurance Brokers Pty Ltd</i>	\$6,075.44	\$6,084.96
Total for Ins. - Stamp Duty			\$6,084.96	

Ins. - Workcover

Date	Ref.	Details	Amount	Balance
22/08/2025	WSM220976647	Workcover <i>Workcover Queensland</i>	\$173.16	\$173.16
Total for Ins. - Workcover			\$173.16	

Insurance

Date	Ref.	Details	Amount	Balance
27/08/2025	547291	Insurance Premium <i>Direct Insurance Brokers Pty Ltd</i>	\$61,848.00	\$61,848.00
Total for Insurance			\$61,848.00	

Legal Fees

Date	Ref.	Details	Amount	Balance
28/08/2025	3066	Caretaker Dispute <i>Stratify Legal Pty Ltd</i>	\$1,530.00	\$1,530.00
24/09/2025	INV-63518	Returning Officer <i>Inside Out Legal Services Pty Ltd</i>	\$470.00	\$2,000.00
29/09/2025	3244	Caretaking Dispute <i>Stratify Legal Pty Ltd</i>	\$480.00	\$2,480.00
30/09/2025	3325	Insurance Advice <i>Stratify Legal Pty Ltd</i>	\$1,320.00	\$3,800.00
Total for Legal Fees			\$3,800.00	

Levy Recovery Costs

Date	Ref.	Details	Amount	Balance
05/08/2025	974	Lot# 20 Special Levy - Dishonoured Payment Fee Lot 20 04/08/2025	\$-15.00	\$-15.00
07/08/2025	975	Lot# 20 Special Levy - Dishonoured Payment Fee Lot 20 06/08/2025	\$-15.00	\$-30.00
01/09/2025	146767	Dishonoured Payment Fee Lot 20 04/08/2025 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$15.00	\$-15.00
01/09/2025	146767	Dishonoured Payment Fee Lot 20 06/08/2025 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$15.00	\$0.00
Total for Levy Recovery Costs			\$0.00	

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Page 7

Expenses & Other Income - C.T.S. 43944 "NORTHMARQUE" 25 NORTHMARQUE STREET, CARSELDINE, QLD 4034 For the Financial Period 01/08/2025 to 30/09/2025

Maint. - Building

Date	Ref.	Details	Amount	Balance
08/08/2025	INV-0191	U67 Water Damage To Soffit <i>Aspire Facility Services Pty Ltd</i>	\$1,500.00	\$1,500.00
08/08/2025	INV-0192	General Repairs <i>Aspire Facility Services Pty Ltd</i>	\$1,120.00	\$2,620.00
Total for Maint. - Building			\$2,620.00	

Management Fee (Addl)

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	OCL065-22 - Duo Perfect Pty Ltd ATF Perfect Duo Trust v Body Corporate for Northmarque CTS 43944 - M <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$55.00
05/08/2025	145823	OCL065-22 - Duo Perfect Pty Ltd v The Body Corporate for Northmarque CTS 43944 [2400414] (01/07/2025 <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$110.00
05/08/2025	145823	OCL065-22 - Duo Perfect Pty Ltd v The Body Corporate for Northmarque CTS 43944 [2400414] - Draft ord <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$165.00
05/08/2025	145823	27.06.2025 - OCL065-22 - Duo Perfect Pty Ltd v The Body Corporate for Northmarque CTS 43944 [2400414] <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$220.00
01/09/2025	146767	FW: OCL065-22 - Duo Perfect Pty Ltd v The Body Corporate for Northmarque CTS 43944 [2400414] corro (<i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$275.00
01/09/2025	146767	FW: OCL065-22 - QCAT Decision and Reasons - 14 AUG 2025 read judgement in full/ internal action (0 <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$330.00
01/09/2025	146767	Northmarque - revised Deed from David (Sec) (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$385.00
01/09/2025	146767	FW: FW: OCL065-22 - QCAT Decision and Reasons - 14 AUG 2025 [2400414] (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$440.00
01/09/2025	146767	RE: FW: FW: FW: FW: OCL065-22 - Tribunal Directions and Notice of Tribunal Hearing [2400414] (01 <i>Hartley's Strata Services Pty Ltd</i>	\$55.00	\$495.00
01/09/2025	146767	FW: Matter: 20250137, Michael Daniel and Helene Daniel, Sale of lot 1 and management and letting rig <i>Hartley's Strata Services Pty Ltd</i>	\$110.00	\$605.00
01/09/2025	146767	Additional - EGM 24/9/25 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$250.00	\$855.00
01/09/2025	146767	Additional - Secret Ballot EGM 24/9/25 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$370.91	\$1,225.91
Total for Management Fee (Addl)			\$1,225.91	

Management Fee

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Management Fee (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$878.34	\$878.34
01/09/2025	146767	Management Fee (01/09/2025 - 30/09/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$878.34	\$1,756.68
Total for Management Fee			\$1,756.68	

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Page 8

Expenses & Other Income - C.T.S. 43944 "NORTHMARQUE" 25 NORTHMARQUE STREET, CARSELDINE, QLD 4034 For the Financial Period 01/08/2025 to 30/09/2025

Post.Print Statio Addtl

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Legal Notice Processing (01/07/2025 - 31/07/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$2.50	\$2.50
05/08/2025	145823	CTS 43944 NORTHMAR (01/07/2025 - 31/07/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$0.60	\$3.10
01/09/2025	146767	Legal Notice Processing (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$5.00	\$8.10
01/09/2025	146767	Postage C4 EGM 24/9/25 - Under Standard Weight (lot 38 & 62) (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$8.64	\$16.74
01/09/2025	146767	Envelope DL - EGM 24/9/25 Secret Ballot (lot 38 & 62) (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$0.69	\$17.43
01/09/2025	146767	Reply Paid Envelope DL - EGM 24/9/25 Secret Ballot (lot 38 & 62) (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$3.55	\$20.98
01/09/2025	146767	Labels (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$0.60	\$21.58
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$20.40	\$41.98
01/09/2025	146767	Cover Letter - EGM (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$1.20	\$43.18
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$14.40	\$57.58
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$9.60	\$67.18
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$4.80	\$71.98
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$6.00	\$77.98
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$13.20	\$91.18
01/09/2025	146767	EGM Documents (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$20.40	\$111.58
01/09/2025	146767	BOOKING OF A RETUR (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$0.60	\$112.18
01/09/2025	146767	RE: BOOKING OF A R (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$0.60	\$112.78
Total for Post.Print Statio Addtl			\$112.78	

Software Support Fee

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Software Support Fee (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$141.66	\$141.66
01/09/2025	146767	Software Support Fee (01/09/2025 - 01/09/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$141.66	\$283.32
Total for Software Support Fee			\$283.32	

Tax Prep - BAS

Date	Ref.	Details	Amount	Balance
27/08/2025	132016/72	Preparation and lodgement of BAS Jun Qtr 2025 <i>Kelly Partners (North Sydney) Pty Ltd</i>	\$85.00	\$85.00
01/09/2025	146767	Compilation of BAS reports Qtr June 2025 (01/08/2025 - 31/08/2025) <i>Hartley's Strata Services Pty Ltd</i>	\$275.00	\$360.00
Total for Tax Prep - BAS			\$360.00	

Hartleys Body Corporate Management

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Expenses & Other Income - C.T.S. 43944

"NORTHMARQUE"

25 NORTHMARQUE STREET, CARSELDINE, QLD 4034

For the Financial Period 01/08/2025 to 30/09/2025

Telephone/Fax

Date	Ref.	Details	Amount	Balance
05/08/2025	145823	Phone Cap Fee (01/08/2025 - 31/08/2025) Hartley's Strata Services Pty Ltd	\$85.00	\$85.00
01/09/2025	146767	Phone Cap Fee (01/09/2025 - 01/09/2025) Hartley's Strata Services Pty Ltd	\$85.00	\$170.00
Total for Telephone/Fax			\$170.00	
Total for Administrative Fund - Expenses				\$220,128.59

Sinking Fund - Other Income

Total for Sinking Fund - Other Income \$0.00

Sinking Fund - Expenses

Total for Sinking Fund - Expenses \$0.00

NORTHMARQUE CTS 43944

25 Northmarque Street Carseldine Qld 4034

PROPOSED ANNUAL BUDGET

	ACTUAL 01/08/25-20/03/26	BUDGET 01/08/25-31/07/26	BUDGET 01/08/26-31/07/27
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Levies - Administrative Fund	102,000.27	439,620.00	0.00
Discount - Admin Fund	(14,625.24)	(61,200.00)	0.00
Special Admin. Fund Levy	72,360.13	0.00	0.00
Interest On Overdue Levies	14.85	0.00	0.00
Gst On Income	(14,522.79)	(34,401.82)	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	145,227.22	344,018.18	0.00
<u>EXPENDITURE - ADMIN. FUND</u>			
<u>AUDIT & TAXATION COSTS</u>			
Independent Audit Fee	1,342.00	2,000.00	0.00
Independent Audit File Prep	748.00	0.00	0.00
Bas Lodgement	902.00	1,600.00	0.00
Income Tax Return	0.00	250.00	0.00
<u>BANK & FINANCIAL CHARGES</u>			
Bank Charges - Gst	4.40	350.00	0.00
Bank Charges - No Gst	10.00	0.00	0.00
Stratapay Transaction Fee	1.90	500.00	0.00
<u>UTILITIES</u>			
Electricity - Common Areas	(248.78)	1,500.00	0.00
Cold Water - Common -No Gst	961.30	2,500.00	0.00
<u>INSURANCE</u>			
Insurance Premium	68,032.80	70,700.00	0.00
Insurance Stamp Duty - No Gst	6,075.44	7,100.00	0.00
Insurance Excess - Scheme	0.00	30,000.00	0.00
Workcover	190.48	200.00	0.00
Workcover Stamp Duty - No Gst	9.52	0.00	0.00
<u>CARETAKER/BUILDING MANAGER</u>			
Caretaker Contract	71,817.22	110,000.00	0.00
<u>PROFESSIONAL ADVICE/FEEES</u>			
Legal Advice/Fees	(6,306.64)	45,000.00	0.00
Legal Advice/Fees - No Gst	124,090.47	0.00	0.00
Land Titles/Search Fees	0.00	85.00	0.00
Advice - Strata Additional	2,059.20	2,500.00	0.00

NORTHMARQUE CTS 43944

25 Northmarque Street Carseldine Qld 4034

PROPOSED ANNUAL BUDGET

	ACTUAL 01/08/25-20/03/26	BUDGET 01/08/25-31/07/26	BUDGET 01/08/26-31/07/27
Engineer/Building Consultant	0.00	3,500.00	0.00
<u>LICENCES & PERMITS FEE</u>			
Council Rates - Waste - No Gst	0.00	120.00	0.00
Software & Records Storage	1,559.71	1,900.00	0.00
Other Council Doc - No Gst	49.18	500.00	0.00
<u>CLEANING</u>			
Cleaning - Materials	0.00	500.00	0.00
<u>PEST CONTROL</u>			
Pest Control Treatment	0.00	4,000.00	0.00
Annual Termite Inspection	3,740.00	0.00	0.00
<u>ELECTRICAL</u>			
R&M - Electrical General	0.00	3,000.00	0.00
<u>PLUMBING</u>			
Plumbing General	0.00	6,000.00	0.00
<u>BUILDING GENERAL</u>			
R&M - Building General	2,882.00	1,120.00	0.00
R&M - Roof/Gutters	0.00	20,000.00	0.00
<u>GARDENS/GROUNDS</u>			
R&M - Grounds General	68.46	3,000.00	0.00
R&M - Plants	0.00	1,000.00	0.00
<u>IT/COMMUNICATION</u>			
Telephone Line	0.00	1,020.00	0.00
Internet Connection	0.00	2,000.00	0.00
<u>BODY CORPORATE MANAGEMENT</u>			
Fixed Price -Management Time	6,732.00	10,891.00	0.00
Fixed Price - Disbursements	2,244.00	0.00	0.00
Variable Disbursements	80.64	2,000.00	0.00
<u>MISC</u>			
Sundry Expenses	0.00	750.00	0.00
Prior Year Adjustment	(3,626.00)	0.00	0.00
<u>PRIOR MANAGERS CHARGES</u>			
Prev Mgr - Admin Costs	3,864.70	0.00	0.00
Prev Mgr - Additional Services	1,906.15	0.00	0.00
Prev Mgr - Ppst	2,856.29	0.00	0.00

NORTHMARQUE CTS 43944

25 Northmarque Street Carseldine Qld 4034

PROPOSED ANNUAL BUDGET

	ACTUAL 01/08/25-20/03/26	BUDGET 01/08/25-31/07/26	BUDGET 01/08/26-31/07/27
<u>GST</u>			
Gst On Expenses	(16,058.68)	(26,843.76)	0.00
<u>TOTAL ADMIN. EXPENDITURE</u>	275,987.76	308,742.24	0.00
<u>SURPLUS / DEFICIT</u>	\$ (130,760.54)	\$ 35,275.94	\$ 0.00
Opening Admin. Balance	65,728.45	65,728.45	(65,032.09)
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ (65,032.09)	\$ 101,004.39	\$ (65,032.09)
NUMBER OF UNITS OF ENTITLEMENT:		680	680
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 646.50000000	\$ 0.00000000
DISCOUNT PER UNIT OF ENTITLEMENT:		\$ 90.00000000	\$ 0.00000000
NET PER UNIT OF ENTITLEMENT:		\$ 556.50000000	\$ 0.00000000

NORTHMARQUE CTS 43944

25 Northmarque Street Carseldine Qld 4034

PROPOSED ANNUAL BUDGET

	ACTUAL 01/08/25-20/03/26	BUDGET 01/08/25-31/07/26	BUDGET 01/08/26-31/07/27
<u>SINKING FUND</u>			
<u>INCOME</u>			
Levies - Sinking Fund	40,799.66	131,580.00	0.00
Discount - Sinking Fund	(5,850.13)	(18,156.00)	0.00
Special Sinking Fund Levy	48,239.60	0.00	0.00
<u>INTEREST</u>			
Interest On Levies	9.90	0.00	0.00
Gst On Income	(7,563.55)	(10,311.27)	0.00
<u>TOTAL SINKING FUND INCOME</u>	75,635.48	103,112.73	0.00
<u>EXPENDITURE - SINKING FUND</u>			
<u>ELECTRICAL</u>			
Electrical General	0.00	5,500.00	0.00
<u>BUILDING</u>			
Building General	0.00	80,000.00	0.00
<u>GARDENS/GROUNDS</u>			
Grounds General	0.00	5,000.00	0.00
Fencing/Gates	0.00	6,000.00	0.00
Gardens - Tree Work	0.00	5,000.00	0.00
<u>TAXATION</u>			
<u>GST</u>			
Gst On Expenses	0.00	(9,227.29)	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	0.00	92,272.71	0.00
<u>SURPLUS / DEFICIT</u>	\$ 75,635.48	\$ 10,840.02	\$ 0.00
Opening Sinking Fund Balance	29,798.05	29,798.05	105,433.53
<u>SINKING FUND BALANCE</u>	\$ 105,433.53	\$ 40,638.07	\$ 105,433.53
NUMBER OF UNITS OF ENTITLEMENT:	680		680
AMOUNT PER UNIT OF ENTITLEMENT:	\$ 193.50000000	\$	0.00000000
DISCOUNT PER UNIT OF ENTITLEMENT:	\$ 26.70000000	\$	0.00000000
NET PER UNIT OF ENTITLEMENT:	\$ 166.80000000	\$	0.00000000



Issue date: 27 August 2025

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	The BC for Northmarque CTS 43944	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	25 NORTHMARQUE STREET, CARSELDINE, QLD 4034	
SECTION 1:	<u>Property - Physical Loss, Destruction or Damage</u> Buildings - \$33,100,000.00 Common Contents - \$331,000.00	
SECTION 2:	<u>Voluntary Workers Personal Accident</u> Accidental Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$5,000,000.00 in the aggregate Period of Insurance	
SECTION 4:	<u>Fidelity Guarantee</u> Limit - \$100,000.00 in the aggregate Period of Insurance	
SECTION 6:	<u>Public Liability</u> Limit of Indemnity - \$50,000,000.00 each and every Occurrence	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Taxation and Audit Costs Limit of Indemnity - \$30,000 in the aggregate Period of Insurance (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 in the aggregate Period of Insurance (c) Legal Defence Expenses Limit of Indemnity - \$50,000 in the aggregate Period of Insurance	
POLICY NUMBER:	LNG-STR-20292153	
PERIOD OF INSURANCE:	27 August 2025 expiring on 27 August 2026 at 4pm Local Standard Time	
INSURER:	Chubb Insurance Australia Limited	

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687).

Body Corporate Management

Strata Essentials + Professional Expertise

Northmarque CTS 43944

Services tailored for larger schemes

bcsystems
— strata managers and consultants

bcsystems.com.au | (07) 3899 0299

Leading strata management



Strata management done excellently

For over 30 years, we've been supporting committees and owners with trusted and relentless service excellence.



Founded in 1994 by industry pioneer Kerri Anthon, BCsystems has remained the most trusted name in strata management for over 30 years. Unlike many others, our business remains privately owned and operated.

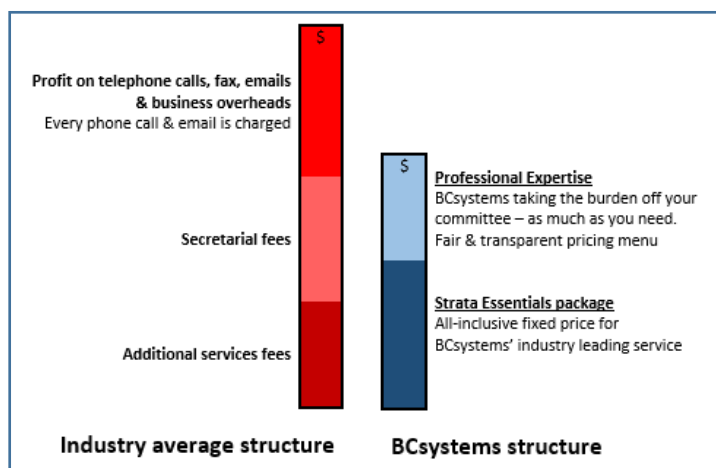
Your body corporate management is done by the people you know, right here in Brisbane. We know that the 'one size fits all' approach doesn't work, that's why we provide a tailored service to your committee, right when you need it.

You value personal service

Our unique approach to body corporate management means that for every dollar you pay us, our team delivers personalised service. That's value for money.

Other companies prioritise charging for every call and email. We prefer to spend our time working with you to resolve your enquiry or progress your project.

Personalised service is why you choose BCsystems and that's why it is our highest priority.



BCsystems price promise

1 We beat the competition on service, and price

We know our service is class-leading. From our experienced strata managers to our collaborative support team, we are committed to service at all levels. Our efficient business processes mean we can deliver that service you trust at a price that beats our competitors.

2 We don't rely on mark-up of emails, printing and postage to do business

We believe in an all-inclusive flat rate for our Strata Essentials Package, which covers all the operating costs. We actively work with your committee to switch owners to digital, to help you reduce costs over time.

3 No hidden fees or charges

Our pricing structure allows your committee to see our services and prices easily. We are accountable to your committee – with 24/7 access to financial statements on our owner login, and detailed reporting on request.

How does our Strata Essentials Package stack up?

Included in BCsystems Strata Essentials		Other industry companies*								
		C*	S*	A*	E*	H*	S*	B*	S*	W*
Printing	Included in BCsystems Strata Essentials	✓	✓	✓	✓	✓	✓	✓	✓	✓
Postage		✓	✓	✓	✓	✓	✓	✓	✓	✓
Calls - Local		✓	✓	✓	✓	✓	✓	✓	✓	✓
Calls - Mobile		✓	✓	✓	✓	✓	✓	✓	✓	✓
Calls - Long distance		✓	✓	✓	✓	✓	✓	✓	✓	✓
Emails		✓	✓	✓	✓	✓	✓	✓	✓	✓
Issuing documents by email		✓	✓	✓	✓	✓	✓	✓	✓	✓
EFT payments		✓	✓	✓	✓	✓	✓	✓	✓	✓
Letterhead		✓	✓	✓	✓	✓	✓	✓	✓	✓
Internet access		✓	✓	✓	✓	✓	✓	✓	✓	✓
Special levies		✓	✓	✓	✓	✓	✓	✓	✓	✓
Office stationery		✓	✓	✓	✓	✓	✓	✓	✓	✓
StrataVote Electronic Voting		✓	-	-	-	-	-	-	-	-
Teams videoconferencing		✓	-	-	-	-	-	-	-	-
Levy arrears manager		✓	-	-	-	-	-	-	-	-
Insurance manager		✓	-	-	-	-	-	-	-	-
No-cost levy payments		✓	-	-	-	-	-	-	-	-
Online invoice approval		✓	-	-	-	-	-	-	-	-
BCsystems online portal	✓	-	-	-	-	-	-	-	-	

*based on data available December 2020



Administration Agreement: Engagement of a Body Corporate Manager

For use by SCA (Qld) members with a Corporate Membership

This Agreement is made on _____

BETWEEN

The Body Corporate for Northmarque CTS 43944
of 25 Northmarque Street, Carseldine, QLD 4034
(*"the Body Corporate"*)

AND

Body Corporate Systems Pty Ltd (trading as **BCsystems**) ABN 29 058 152 604
of Level 1, 621 Wynnum Road, Morningside QLD 4170
(*"the Manager"*)



Phone: 07 3899 0299
Fax: 07 3899 0225
Office: L1, 621 Wynnum Road, Morningside Qld 4170
Mail to: PO Box 743, Morningside Qld 4170
Email: info@bcsystems.com.au
Web: bcsystems.com.au

ABOUT THIS AGREEMENT

This Agreement is produced by SCA (Qld). It provides for the engagement of a body corporate manager by a body corporate.

This Agreement may only be used by body corporate managers holding a *Corporate Membership Certificate* issued by SCA (Qld).

Under this Agreement, the Body Corporate appoints the Manager as the body corporate manager for the Scheme.

TERMINATION OF THE AGREEMENT

This Agreement is a binding legal document. The engagement of the body corporate manager may be terminated only in accordance with Clause 12.

TERM, OPTIONS AND PRICES

This Agreement may be for a term of up to three years (including options) - See Clause 3.

All costs expressed in dollar (\$) terms **exclude** any applicable GST - See Clause 14.

SPECIAL CONDITIONS TO THE AGREEMENT

Any special conditions to this Agreement appear in Item K.

COPYRIGHT AND REPRODUCTION

The copyright in this Agreement is owned by SCA (Qld). Only a Manager who holds a current *Corporate Membership Certificate* issued by SCA (Qld) or other person authorised in writing by SCA (Qld) may use this Agreement or reproduce it for the purpose of the manager's use only (including scanned copies for electronic archival). In all other cases reproduction, including retyping, of this Agreement is prohibited without prior written consent of SCA (Qld).

FURTHER ADVICE

Body corporate managers and others seeking to use this Agreement should obtain independent legal advice if questions exist concerning any provisions contained within this Agreement.



STANDARD CONDITIONS

1. INTRODUCTION

- 1.1. All words having a defined meaning in the Act have the same meaning in this Agreement (unless the context otherwise requires).
- 1.2. In this Agreement, terms in bold in the Reference Schedule have the meanings shown opposite them.
- 1.3. Unless the context otherwise permits -
 - a) "Act" means the Body Corporate and Community Management Act (Qld) 1997;
 - b) "Additional Services" means those services stated in Item G of the Reference Schedule;
 - c) "Agreed Services" means those services stated in Item F of the Reference Schedule;
 - d) "Authorised Powers" means all those powers of the executive committee members of the Body Corporate that are capable of exercise by a body corporate manager under the Act unless otherwise amended or excluded under the Special Conditions to this Agreement;
 - e) "Committee" means the committee chosen by the Body Corporate pursuant to the Act;
 - f) "CPI" means the Consumer Price Index (All Groups) for Brisbane as published by the Australian Bureau of Statistics;
 - g) "Disbursements" means the disbursements listed in Item E of the Reference Schedule;
 - h) "Module" means the regulation module of the Act applying to the Scheme from time to time, which at the commencement of this Agreement is the module referred to in Item J of the Reference Schedule;
 - i) "Privacy Act" means the *Privacy Act 1988* (Cth);
 - j) "Reference Schedule" means the reference schedule annexed to this Agreement;
 - k) "Review Date" means each anniversary of the commencement date of this Agreement;
 - l) "SCA (Qld)" means Strata Community Association (Qld) Limited ACN 163 881 927;
 - m) "Scheme" means the community title scheme for which the Body Corporate is the body corporate;
 - n) "Special Conditions" means the special conditions noted in Item K of the Reference Schedule;
 - o) "Standard Conditions" means the standard conditions applying to this Agreement;
 - p) "Term" means the term set out in Item A of the Reference Schedule.
- 1.4. A reference to an Item is a reference to the applicable item in the Reference Schedule.
- 1.5. This Agreement comprises the:
 - a) Standard Conditions;
 - b) Special Conditions (if any); and
 - c) Reference Schedule.
- 1.6. Where there is any inconsistency between any Special Condition to this Agreement and the Standard Conditions, the Special Condition prevails

2. WHAT IS THIS AGREEMENT?

- 2.1. The Body Corporate appoints the Manager as the body corporate manager for the Scheme and the Manager accepts the appointment.
- 2.2. The Manager is engaged by the Body Corporate (as an independent contractor and not as an employee of the Body Corporate) to supply administrative services only (comprising the Agreed Services and the Additional Services, where applicable, to the Body Corporate.
- 2.3. The parties acknowledge and agree that the appointment of the Manager is not an engagement of the Manager under Chapter 3 Part 5 of the Module.
- 2.4. For the avoidance of doubt, the Body Corporate acknowledges and agrees that this Agreement is not a property maintenance agreement and that the Manager is not required under this Agreement to carry out any property maintenance for the Scheme.

3. WHAT IS THE TERM OF THIS AGREEMENT?

- 3.1. The Manager is appointed for the Term.

4. WHAT ARE THE DUTIES OF THE MANAGER UNDER THIS AGREEMENT?

- 4.1. The Manager must supply the Agreed Services stated in Item F to the Body Corporate in accordance with the terms of this Agreement.
- 4.2. The Manager may supply the Additional Services stated in Item G to the Body Corporate at the Body Corporate's request.
- 4.3. The Body Corporate must pay the Manager the Additional Fees for the provision of the Additional Services
- 4.4. During the Term, the Manager shall have the custody of the common seal of the Body Corporate.
- 4.5. The Manager will at all times comply with:
 - a) the Act;
 - b) the Module;
 - c) the code of conduct in the Act applying to body corporate managers; and
 - d) the *Code of Conduct* published by SCA (Qld).
- 4.6. The Body Corporate will use its best endeavours to ensure the voting committee members are at all times aware of their obligations under the Act and shall comply with the code of conduct in the Act applying to voting committee members.

5. WHAT ARE THE AUTHORISED POWERS OF THE MANAGER?

- 5.1. The Body Corporate authorises the Manager to exercise the Authorised Powers.
- 5.2. The Manager shall only exercise the Authorised Powers to facilitate the performance of the Agreed Services or any Additional Services.
- 5.3. The Manager is not under any obligation to exercise the Authorised Powers except to the extent necessary to facilitate the performance of the Agreed Services and the Additional Services.
- 5.4. Without limiting clause 5.2, the Manager is specifically authorised to administer funds controlled by the Body Corporate.
- 5.5. The authorisation given by the Body Corporate to the Manager to exercise the Authorised Powers under this clause 5 does not:



- a) make the Manager responsible for performing the statutory functions of the Body Corporate or the Committee;
- b) relieve the Body Corporate or the Committee of their statutory functions.

5.6. The Body Corporate specifically authorises the Manager to:

- a) obtain quotations for insurances required to be effected by the Body Corporate under the Act or the Module;
- b) effect, on behalf of the Body Corporate such insurances as the Body Corporate directs the Manager to obtain;
- c) pay insurance premiums from the Bodies Corporate funds; and
- d) submit insurance claims to the Body Corporate's insurers which the Body Corporate acknowledges forms part of the Additional Services.

5.7. The Body Corporate agrees and acknowledges that the Manager, in providing the service under clause 5.6, is not providing advice, nor is the Manager obliged to provide advice as to what insurance policy or policies the Body Corporate ought effect and the Body Corporate agrees and acknowledges it does not rely on the Manager (nor is it reasonable to rely on the Manager) to advise in respect of which insurances may be suitable for the Body Corporate and/or the extent, nature, level or appropriateness of any insurance policy effected from time to time by the Body Corporate.

6. HOW IS THE MANAGER TO BE PAID?

6.1. The Body Corporate must pay the Manager:

- a) for the performance of the Agreed Services — the fee stated in Item B (as reviewed in accordance with this Agreement) at the time indicated in Item B;
- b) for the performance of the Additional Services — the fees stated in Item C (as reviewed in accordance with this Agreement) payable at the end of each month or as otherwise agreed between the parties; and
- c) for Disbursements associated with the provisions of the Agreed Services or the Additional Services — the amount stated in Item E (as reviewed in accordance with this Agreement) payable at the end of each month or as otherwise agreed between the parties.

6.2. The Manager may -

- a) charge the Body Corporate for Disbursements at the rates stated in Item E for the Agreed Services and Additional Services (which may include a margin above cost to the Manager);
- b) keep fees received by it for:
 - i. information which the Manager must supply about the Body Corporate under the Act or the Module;
 - ii. services supplied at the request of lot owners; and
- c) retain commissions paid to it by the providers of services to the Body Corporate as disclosed in Item I.

6.3. The Body Corporate must pay fees for Agreed Services, the Additional Fees and the Disbursements by EFT or direct debit (at the election of the Manager) to the

Manager's nominated account, or otherwise as directed by the Manager from time to time.

6.4. When the Term is greater than one (1) year, the Body Corporate agrees that on each anniversary of the commencement date of this Agreement the Manager may increase the fee for the Agreed Services to an amount which is the greater of:

- a) The fee paid for the immediately preceding year increased by the fixed percentage increase amount stated in Item D; and
- b) The amount calculated using the following formula:

$$= A \times B \div C$$

where:

A is the fee payable for the year immediately prior to the Review Date;

B is the CPI determined for the quarter ending immediately prior to the Review Date;

C is the CPI determined for the quarter ending immediately prior to commencement of the year last concluded.

The increased fee for the Agreed Services is payable by the Body Corporate from that date which is the anniversary of the commencement date of this Agreement notwithstanding the fees may not be reviewed until after that date.

6.5. The Body Corporate agrees that the fees and charges payable for the Additional Services and Disbursements may be increased by the Manager on 1 July each year following commencement of this Agreement and the Body Corporate must pay the increased fees and charges by the Manager at the reviewed rate from time to time.

7. HOW DOES THE BODY CORPORATE GIVE INSTRUCTIONS TO THE MANAGER?

- 7.1. The Body Corporate must nominate in writing a person who must be a voting committee member to communicate with the Manager on behalf of the Body Corporate (the Nominee). In the event that no person is nominated by the Committee, the chairperson of the Committee is taken to be the Nominee.
- 7.2. The Body Corporate may replace the Nominee by written notice to the Manager.

8. DISCLOSURE OF ASSOCIATES

- 8.1. If the Body Corporate considers and/or proposes to enter into a contract for the supply of goods and /or services from a provider and that provider is an associate of the Manager, then the Manager must disclose the relationship to the Body Corporate:
 - a) if the Manager is aware of the proposed contract then before the contract is entered into; or
 - b) otherwise in the shortest practicable time after it becomes aware that the contract is being and/or has been entered into.
- 8.2. The Manager discloses that at the commencement of this Agreement it is associated with the providers of goods and services stated in Item H and that shall be sufficient disclosure of these relationships for the purposes of clause 8.1 and the disclosure requirement in the Module.
- 8.3. Where the Manager has an arrangement with the provider of goods and/or services, and the Manager is entitled to receive a commission if the Body Corporate enters into a contract with that provider, then:



- a) the details (including the commission, payment or other benefit) of any existing arrangement between the Manager and the provider as at the commencement of this Agreement are disclosed in Item I and the Body Corporate acknowledges such disclosure satisfies the disclosure requirements in the Module; or
- b) for a new arrangement entered into after the commencement of this Agreement - the Manager must disclose to the Body Corporate the details of that arrangement before accepting any commission from the provider.

8.4. With the exception of any arrangement disclosed by the Manager as described in clause 8.3, the Manager must not, without the prior consent of the Body Corporate receive any commission from any contractor or supplier because the Body Corporate entered into an agreement with the contractor or supplier.

9. RELEASE & INDEMNITY BY THE BODY CORPORATE

9.1. The Body Corporate:

- a) Releases, discharges and forever holds harmless the Manager (to the extent permitted by law) from any damages, losses, liabilities, costs, expenses and/or claims arising from or in connection with any act or omission of the Body Corporate that did not result from a negligent act or omission of the Manager; and
- b) Indemnifies and keeps indemnified the Manager against any damages, losses, liabilities, costs, expenses or claims incurred by the Manager (including the Manager being made a party to any litigation commenced by or against the Body Corporate) arising from or in connection with any act or omission of the Body Corporate that did not result from a negligent act or omission of the Manager.

10. BODY CORPORATE WARRANTY

10.1. The Body Corporate warrants it has validly passed any necessary resolutions required to enable it to enter into this Agreement with the Manager or give any authorisation to the Manager under it.

11. TRANSFER OF THIS AGREEMENT

11.1. This Agreement may be transferred by the Manager only in accordance with the Act.

12. TERMINATING THIS AGREEMENT

- 12.1. Either party may terminate this Agreement in accordance with the Act and/or the Module.
- 12.2. The Manager may terminate this Agreement at any time and for any reason by giving 60 days written notice to the Body Corporate.
- 12.3. If the Body Corporate 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, then:
 - a) the Manager may terminate this Agreement by giving 30 days written notice to the Body Corporate; and

- b) the Body Corporate will reimburse the Manager for the Manager's costs of recovering that amount from the Body Corporate, including any legal costs on an indemnity basis

13. BODY CORPORATE RECORDS

- 13.1. On expiry or earlier termination of this Agreement, the Manager must deliver to the Body Corporate its seal and the records and other documents in accordance with the Act and the Module.
- 13.2. The Manager acknowledges that it does not have a lien over the seal and the records and other documents of the Body Corporate.
- 13.3. Without any obligation to on the part of the Manager, the Body Corporate authorises the Manager to hold any document of the Body Corporate in photographic or electronic image form.

14. GOODS AND SERVICES TAX

- 14.1. For the purposes of this clause, a goods and services tax ("GST") means any tax imposed by any government or regulatory authority which is a tax on goods and services, a tax on consumption, a value-added tax or any similar impost.
- 14.2. Unless GST is expressly included, any fee or consideration expressed to be payable by the Body Corporate under any part of this Agreement does not include any GST that may be payable on the supply for which the fee or consideration is paid.
- 14.3. The Body Corporate must pay to the Manager, in addition to any fee or consideration payable for the Agreed Services, Additional Services or Disbursements, any additional amount of GST payable on the supply of those services.
- 14.4. The Body Corporate and the Manager agree to do all things, including providing tax invoices and other documentation, necessary or desirable to assist the other in claiming any input tax credit, adjustment or refund for any GST payable under this Agreement.

15. MISCELLANEOUS

- 15.1. Any notice required to be given or served by either party to this Agreement shall be given or served in the same manner as is provided for in the *Property Law Act (Qld) 1974*.
- 15.2. If anything in this Agreement is unenforceable, illegal or void then it is severed and the rest of this Agreement remains in force unless the basic purposes of this Agreement would be defeated by severance of the offending provision. This Agreement shall be governed and construed with reference to the laws in force in the state of Queensland.

16. PRIVACY ACT

- 16.1. If the Manager holds Personal Information under this Agreement, the Manager must, subject to the Act, comply with Australian Privacy Principle 11 set out in Schedule 1 of the Privacy Act. For the purposes of this clause, "Personal Information" has the same meaning as in the Privacy Act



REFERENCE SCHEDULE

Term (item A)	
Commencing on:	1 April 2026
Ending on:	31 October 2026

Does the Manager hold SCA (Qld) corporate membership?	• Yes
Does the Manager have professional indemnity insurance?	• Yes - \$5,000,000

STRATA ESSENTIALS PACKAGE

Pricing

Fixed fee for our professional time (item B) \$180.00 per lot per year
+ Fixed fee for Agreed Services disbursements (item E) \$60.00 per lot per year

(Item F)

Meetings

- Call for committee nominations and motions
- 1x Prepare and issue AGM agenda (up to 50 pages)
- 1x Attend and run AGM (up to 2 hours)
- 1x Prepare and distribute AGM minutes
- 2x Issue committee meeting agenda
- 2x Attend and run committee meeting (up to 2 hours)
- 2x Issue committee meeting minutes
- 2x Prepare and issue vote outside committee meeting
- Arrange a returning officer if required

Administrative

- Maintain the roll (lot owner database)
- Facilitate owner preferences for post or email
- Keep all records in a searchable format
- Keep records for the duration required by law
- Facilitate record inspections for disclosure purposes
- Receive notices served on the body corporate by authorities

Insurance

- Organise insurance renewal quotes
- Pay insurance renewal invoice
- Lodge and process claims when BCsystems receives a fee or commission related to the insurance product

Financial

- Operate a bank account in the body corporate's name
- Prepare annual financial statements
- Prepare a draft annual budget
- Issue levy notices to lot owners
- Receipt and bank levies paid by owners
- Facilitate easy online invoice approval
- Pay creditor invoices
- Maintain financial records in compliance with the law

BONUS INCLUDED SERVICES

- StrataVote - Electronic voting for meetings
- Teams videoconferencing
- Meeting room facilities at our office
- Dedicated levy arrears manager
- Dedicated insurance manager
- BCsystems online portal
- Online invoice approval for committee
- No-cost levy payment methods for owners

The operational costs (e.g. printing, postage, stationery, phone calls) required for us to provide these services to you are **included** in the fixed fee for disbursements.

The fixed fees shown at item B and item E are to be debited by the Manager quarterly in advance.



PROFESSIONAL EXPERTISE

(Item G, Item C, Item E)

Pricing - Pay as you go

We have been working with committees and owners for over 28 years, and we know that your need for professional expertise can change. This structure allows your body corporate to only pay for what you need. Any work we do that is not included in Strata Essentials will attract a charge as shown below.

Advice

- Our professional advice on any strata topic
- Assisting with easements, plans, CMS
- Building management statement (BMS)
- Enforcing by-laws, issuing by-law warnings, contravention notices and advice
- Assistance with disputes

Meetings

- As many additional meetings as you might need
- Adjourned general meetings
- Meetings after 5:00pm or on weekends
- Meetings that exceed the allowed time
- Meetings where we travel to your location
- Fill vacancies on the committee

Financial

- Dealing with the ATO on your behalf
- ABN and Tax file number registration
- GST registration/deregistration
- Preparing your books to be audited
- Initial financial reconciliation for new clients
- Lodgement of business activity statement (BAS)
- Lodgement of instalment activity statement (IAS)
- Lodgement of income tax return
- On-charge costs to lot owners or others
- Invest funds on committee instructions

Administrative

- Archive records for durations required by law
- Dealing with correspondence in and out
- Distributing statutory notices to stakeholders
- Checking other agreement pricing and CPI increase calculations
- Adjudication or QCAT applications
- Liaising with lawyers and other consultants
- Issue information to new lot owners
- Set-up of new/staged developments
- Initial record reconciliation for new clients
- Authority searches & documents
- Arranging third party services
- Any services provided outside of business hours 8:30am to 5:00pm

Maintenance

- Arranging quotes
- Issuing work orders
- Liaising with contractors during the maintenance work

Costs on-charged to lot owners

- Levy arrears collection

Insurance

- Insurance claims where BCsystems does not receive any commission on the insurance product

Fixed fee items*

*unless a fixed fee applies, hourly rate applies

Adjourned general meeting	\$100/each
Store electronic records – unlimited quantity	\$1.25 x lot/quarter
Induction pack for new owners	\$9/each
Prepare file for audit (if required)	\$7/lot/audit
Prepare & lodge BAS (if GST registered)	\$230/return
Prepare & lodge income tax return	\$200/return
Body corporate's financial software licence	\$4.00 x lot/ quarter
Quote request & work order	\$70/each
Process & issue statutory land valuation notices	\$6 x lot total

Arrears recovery (charged to debtor)

(All costs charged to the owner/debtor in arrears)

15 days – First notice	\$27 (to debtor)
35 days – Second notice	\$41 (to debtor)
55 days – Third notice	\$90 (to debtor)
75 days - Letter of demand	\$160 (to debtor)
Engage solicitor + hand over file for legal claim	\$200 (to debtor)
Monitored file (includes legal monitor)	\$55/month (to debtor)
Negotiated payment plan monitoring	\$22/month (to debtor)

Hourly rates

Executive	\$250.00
Senior Manager	\$200.00
Manager	\$180.00
Associate	\$130.00
Administrative	\$100.00
Rate after 8pm or weekends	1.5x hourly rate

Disbursement costs for additional services

(Item E)

Copying/printing	\$0.50/page
Mailing envelope	\$0.60/each
Secret ballot envelope	\$1.20/each

Postage – Australia Post	At cost price
Courier	At cost price
Archive retrieval	At cost price
Teleconference	At cost price
Common seal	At cost price
Title documents/searches	At cost price
Travel	At cost price



Item D: Percentage increase:
3%

Item H: Disclosure of associates
Nil

Item I: Disclosure of commissions
Providers and/or commissions may change during the Term.

Provider: Direct Insurance Brokers
Commission: 15% to 20% of base insurance premium

Provider: Strata Community Insurance
Commission: 20% of base insurance premium

Item J: Module
Accommodation

Item K: Special Conditions (Including amendments to the Standard Conditions)

- a) **Adjourned meeting location**
To minimise travel costs for the Body Corporate, the Body Corporate directs the Manager to hold any adjourned general meeting at the Manager's office, unless the Nominee or Committee directs otherwise.
- b) **Electronic communication and voting**
To minimise printing and postage costs for the Body Corporate, the Body Corporate directs the Manager to issue all body corporate correspondence (excluding levy notices) to lot owners by email by default, if the lot owner has supplied an email address to the Manager. Lot owners may opt-in to receive posted communication.
- c) **Records management**
To minimise storage costs for the Body Corporate, the Body Corporate directs the Manager to destroy the Body Corporate's records after the records have been kept for the relevant required time under the Act and Module.
- d) **Instruction to Manager**
To simplify the work flow between the Committee and Manager, the Body Corporate directs the Manager (in the absence of a specific direction by the Nominee) to carry out the Additional Services as required, at the determination of the Manager.

Example: The Manager will automatically prepare and lodge the income tax return for the Body Corporate at the times determined by the ATO unless the Nominee directs otherwise.
- e) **Standing direction to renew insurances by default**
To ensure insurance cover is maintained, the Body Corporate directs the Manager (in the absence of any other direction from the Nominee or Committee) to renew the body corporate insurance policies with the incumbent insurer at the renewal date.
- f) **Increase to building sum insured**
To ensure insurance cover is adequate, the Body Corporate directs the Manager (in the absence of any other direction from the Nominee or Committee) to increase the body corporate insurance building sum insured upon receipt of a professional insurance valuation which recommends a higher building sum insured or building replacement cost than is noted on the existing insurance policy.
- g) **Arrears recovery process and fees**
To achieve effective levy arrears management, the Arrears Recovery process and Arrears Recovery fees (part of item C) may be adjusted by the Manager at its sole discretion during the Term.
- h) **Variation to standard condition clause 6.4**
Standard Condition clause 6.4 is varied to the extent that the phrase "fee for the Agreed Services" is replaced with the phrase

"fee for the Agreed Services (item B) and Fixed fee for Agreed Services Disbursements (item E)".

- i) **Variation for South Bank Corporation Act 1989**
If the Body Corporate is a Leasehold Building Units Plan registered under the South Bank Corporation Act 1989, the following variations to the Standard Condition shall apply:
 - i. Clause 1.3(a) is amended to read: "Act" means the South Bank Corporation Act (Qld) 1989 containing the Modified Building Units and Group Titles Act (Qld) 1980;
 - ii. Clause 1.3(h) is amended to read: "Module" means any Regulation applying to the Leasehold Building Units Plan;
 - iii. Clause 1.3(m) is amended to read: "Scheme" means the Building Units Plan for which the Body Corporate is the body corporate;
 - iv. Item J: Module – does not apply
- j) **Variation for Building Units and Group Titles Act 1980**
If the Body Corporate is a Building Units Plan or Group Titles Plan registered under the Building Units and Group Titles Act 1980, the following variations to the Standard Condition shall apply:
 - i. Clause 1.3(a) is amended to read: "Act" means the Building Units and Group Titles Act (Qld) 1980;
 - ii. Clause 1.3(h) is amended to read: "Module" means any Regulation applying to the Building Units Plan or Group Titles Plan;
 - iii. Clause 1.3(m) is amended to read: "Scheme" means the Building Units Plan or Group Titles Plan for which the Body Corporate is the body corporate;
 - iv. Item J: Module – does not apply.
- k) **Audit cost for previous manager's financials**
If the Body Corporate financial accounts are audited and the audit requires investigation or analysis of the financial accounts from before the Manager was appointed (e.g. when the financial accounts were managed by the Committee or by a former body corporate manager), the Manager's work to assist the auditor will be charged to the Body Corporate at hourly rates.
- l) **Information and Privacy Policy**
The Body Corporate authorises the Manager to access, use and manage the personal information held by the Body Corporate in accordance with the Manager's Privacy Policy, which is published on the Manager's website.
- m) **Banking authority**
The Body Corporate authorises the Manager to operate and manage the bank account/s in the name of the Body Corporate, including changing the banking financial institution on behalf of the Body Corporate at the Manager's discretion (for example to reduce banking fees for the Body Corporate).
- n) **Maintenance & contractors**
The Body Corporate releases and indemnifies the Manager from any implied or expressed duty to ensure that the contractors engaged by the Body Corporate are properly qualified, licensed or insured, including in circumstances where the Body Corporate directs the Manager to issue a work order or other instruction to the contractor on behalf of the Body Corporate.

Standard Condition Clause 9 specifically applies to this circumstance. Where the Body Corporate instructs the Manager to assist with arranging third-party contractors, the Body Corporate remains solely responsible for the performance of those third-party contractors and assumes all associated risks and liabilities.
- o) **Body corporate certificate**
The Body Corporate authorises the Manager to prepare, sign and issue a Body corporate certificate on behalf of the Body Corporate.



Administration Agreement: Engagement of a Body Corporate Manager

For use by SCA (Qld) members with a Corporate Membership

Execution by Counterparts

This Agreement may be executed in any number of counterparts and all counterparts taken together will constitute one instrument.

Electronic Execution

The parties agree that this Agreement and any or similar or associated documents that are required to be signed by any Authorised Signatory for and on behalf of each party, may be signed, and are taken to have been signed, by that person using an electronic or digital signature.

Body Corporate Execution

Signed for and on behalf of the Body Corporate for Northmarque CTS 43944 by its duly authorised representatives:

_____	Signature	_____	Signature
_____	Print name	_____	Print name
_____	Designation/Committee position	_____	Designation/Committee position
_____	Date	_____	Date

Each of the persons above warrant that they hold the positions stated above and are duly authorised to sign this agreement on behalf of the Body Corporate.

BCsystems Execution

EXECUTED by a duly authorised agent for and on behalf of Body Corporate Systems Pty Ltd pursuant to Section 126 of the Corporations Act 2001

_____	Signature
_____	Print name
_____	Date

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APPOINTMENT OF CORPORATE OWNER NOMINEE

A voter for a general meeting of the body corporate is an individual. Where lots are owned by a corporate entity, the corporate entity must appoint an individual as a corporate owner nominee. The corporate owner nominee will be entitled to vote and represent the corporate entity on the body corporate.

To appoint a corporate owner nominee, please complete the below form and return it to the secretary.

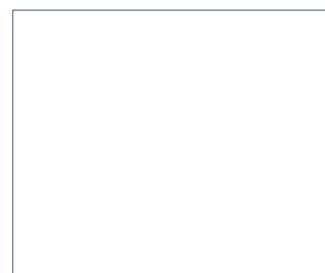
The Secretary of the Body Corporate for NORTHMARQUE CTS 43944
C/- BCsystems
PO Box 743, MORNINGSIDE QLD 4170
E: info@bcsystems.com.au
F: 07 3899 0225

Take notice that the corporate entity named below authorises the following individual/s as the corporate owner nominee/s, to be entered on the body corporate roll:

LOT NUMBER/S:	NAME OF CORPORATE ENTITY:
---------------	---------------------------

NOMINEE	ALTERNATIVE NOMINEE (if any)
FULL NAME:	FULL NAME:
RESIDENTIAL / BUSINESS ADDRESS:	RESIDENTIAL / BUSINESS ADDRESS:
SERVICE OF NOTICE ADDRESS (IF DIFFERENT TO ABOVE):	SERVICE OF NOTICE ADDRESS (IF DIFFERENT TO ABOVE):
EMAIL ADDRESS:	EMAIL ADDRESS:
DATE OF APPOINTMENT:	DATE OF APPOINTMENT:
SIGNATURE:	SIGNATURE:

Execution by the Corporation (either under seal of the nominating entity or in another way permitted under the Corporations Act, section 127; or by a person acting under the authority of a power of attorney from the nominating entity)



AFFIX COMMON SEAL IF APPLICABLE

NAME OF DIRECTOR/SECRETARY:	SIGNATURE:	DATE:
NAME OF DIRECTOR/SECRETARY:	SIGNATURE:	DATE:

APPOINTMENT OF PROXY FOR GENERAL MEETINGS

If you are unable to attend the meeting, as a lot owner and eligible voter, you may wish to appoint a person to act as your proxy to represent you and vote on your behalf at the meeting.

To appoint a proxy, please complete the below form and return it to the secretary before the start of the meeting where the proxy is to be exercised (or at an earlier time if one is set by the body corporate).

The Secretary of the Body Corporate for NORTHMARQUE CTS 43944
C/- BCsystems
PO Box 743, MORNINGSIDe QLD 4170
E: info@bcsystems.com.au
F: 07 3899 0225

NAME OF SCHEME: NORTHMARQUE	CTS NUMBER: 43944						
This proxy is hereby given at the general meeting/s specified below (including any adjourned meetings) and the proxy holder is appointed to vote on behalf of the owner unless prior written withdrawal of the appointment is served: PLEASE TICK <u>ONE</u> <table border="1"><tr><td>☐</td><td>The general meeting to be convened on: Wednesday, 15 April 2026</td></tr><tr><td>☐</td><td>All general meetings held before:(DATE)</td></tr><tr><td>☐</td><td>All general meetings held during the rest of the body corporate's financial year.</td></tr></table>		☐	The general meeting to be convened on: Wednesday, 15 April 2026	☐	All general meetings held before:(DATE)	☐	All general meetings held during the rest of the body corporate's financial year.
☐	The general meeting to be convened on: Wednesday, 15 April 2026						
☐	All general meetings held before:(DATE)						
☐	All general meetings held during the rest of the body corporate's financial year.						

OWNER/S	PROXY HOLDER
FULL NAME/S:	FULL NAME:
LOT NUMBER/S:	SERVICE OF NOTICE ADDRESS:
PLAN NUMBER:	EMAIL ADDRESS:
SIGNATURE/S:	SIGNATURE:
DATE SIGNED:	DATE SIGNED:

Please note: 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. For further details on the use of proxies, please refer to the applicable regulation module.

NORTHMARQUE CARSELDINE

TO:

Northmarque CTS 43944

Attn: The Secretary

C/- BCsystems

PO Box 743

Morningside Qld 4170

or by email: secretary@northmarque.net

This form allows lot owners to nominate a candidate for election to the committee to fill a vacant position on the committee, if nominations are invited at the meeting.

A committee position may be vacant and nominations invited at the meeting if:

- No nomination for the position has been received, or
- A nomination has been received, but the nomination is invalid, or is withdrawn.

01

This section must be completed for all committee nominations

I/We _____, being the owner/s of Lot _____ at Northmarque
(CTS 43944) nominate _____ to fill the vacant position/s
indicated below.

Position

Only positions which are vacant at the meeting will be called using this form.

Chairperson	☐
Secretary	☐
Treasurer	☐
Ordinary member	☐

SIGNATURE OF OWNER/S

DATE SIGNED

02

This section must be completed if the committee nominee is not a Lot owner

Eligibility category

- | | |
|--------------------------|--|
| ☐ | Another lot owner in the Northmarque community title scheme. Lot N° |
| ☐ | A member of the lot owner's family. |
| ☐ | A person acting under the authority of a Power of Attorney given by the lot owner. |
| ☐ | A director, secretary or other nominee of the corporation (corporate Lot owner). |

SIGNATURE OF NOMINEE

DATE SIGNED

Nominee contact details

RESIDENTIAL ADDRESS

STREET NUMBER AND NAME

POSTAL ADDRESS

STREET NUMBER AND NAME

SUBURB

STATE

POSTCODE

SUBURB

STATE

POSTCODE

MOBILE NUMBER

EMAIL ADDRESS