

Whose responsibility is it anyway??

Body Corporate Committee	Developer
<ul style="list-style-type: none"> • The administrative and day-to-day running of the body corporate • Make lawful decisions on behalf of the body corporate • Putting the lawful decisions of the body corporate into place in accordance with the Body Corporate and Community Management Act and Community Management Statement • Investigate relevant body corporate issues raised by members within the body corporate • Decide on the annual budget at the September budget meeting to be presented to owners at the Annual General Meeting in October 	<ul style="list-style-type: none"> • Develop land in stages throughout the estate • Ensure that the development is as per the approved development application and any Council requirements • Write Architectural Guidelines/Covenants • Maintain parks for 12 months after area registration • Responsible for the management and enforcement of the Architectural Guidelines/Covenants
Golf and Country Club	Golf Course
<ul style="list-style-type: none"> • Is owned by the developer • Operate and maintain the Golf Club, including the Golf Pro Shop, The Deck Bistro, and the function rooms • Operate and maintain the Country Club, including the gymnasium, spa, sauna, outdoor pool, tennis courts and resident BBQ area • Golf Club allows lot owners to maintain 10 meters at the rear of their property – with approval prior to works being carried out 	<ul style="list-style-type: none"> • Is owned by the developer • Staff maintain golf course area, which is concentrated on the play area • Staff monitor usage of Golf Course and ensure no one is traversing the course that isn't authorized to do so • Staff maintain driving range
Council	Body Corporate Manager
<ul style="list-style-type: none"> • Maintain roadways throughout estate • Maintain Freshwater Park, Corymbia Way Park, Caleana Island Park, various other parks in the estate • Issue rate notices • Maintain waste and infrastructure services • Waste collection service 	<ul style="list-style-type: none"> • Provide advice in accordance with the Body Corporate and Community Management Act, Standard Module, and Community Management Statement • Is engaged to supply administrative services to the body corporate • Is authorized by the body corporate to call committee and general meetings • Distribute levy notices and by-law contravention notices • Distribute the minutes of meetings and managing the body corporate's money • Receive voting papers
Lot Owner	Community Liaison Officer
<ul style="list-style-type: none"> • You are a member of the body corporate • Attendance or representation by voting paper or proxy at the Annual General Meeting is recommended • Approves the annual budget and levy contributions as part of voting during the Annual General Meeting 	<ul style="list-style-type: none"> • Meet with new residents to show Country Club and Golf Club facilities and explain information about the body corporate • Provide support and assistance to all lot owners, committee members, Council, Golf and Country Club, body corporate

<ul style="list-style-type: none"> • Pay levy contributions • Maintenance of own home and property, including mowing and weeding of front yard, front verge and side yard if relevant • Advise the body corporate secretary if your contact details change, this is through the Body Corporate Manager 	<ul style="list-style-type: none"> • Write and distribute newsletters • Attend body corporate meetings and provide updates to committee and any items that may need to be presented • Inspect the estate regularly to inform Committee and covenant department of any breach to Architectural Guidelines/Covenants and lifestyle issues
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Common terminology

Body Corporate and Community Management Act – The Legislation under which the body corporate is bound by. All persons within the body corporate are required to take note of and comply with the Act.

Standard Module - The relevant regulation that Pacific Harbour Golf and Country Club CTS and its subsidiaries are bound by. All persons within the body corporate are required to take note of and comply with the Regulation.

Community Titles Scheme (CTS) - A more familiar name for this is strata title. Basically, it is a scheme that supports a variation to the standard or “freehold” title on your ordinary block of land. These schemes allow for the inclusion of common areas and facilities within the “scheme land”.

Body Corporate - A body corporate is a legal entity which is created when land is subdivided and registered under the Land Title Act 1994 to establish a community titles scheme (CTS). All of the owners in a community titles scheme are automatically members of the body corporate when they buy their lot.

Community Management Statement (CMS) - is a valuable reference for living in a body corporate property as it specifies the by-laws relating to the property, the regulation modules that apply, and outlines exclusive use areas of common property, and who is responsible for what.

By-Laws - By-laws are the rules of a body corporate that all the owners have agreed to abide by. The by-laws are voted on by all owners at the time of registration and they are recorded in the Community Management Statement (CMS). By-laws can be amended at an Annual General meeting if owners agree to adopt new rules.

Architectural Guidelines – Covenant – This is a document that relates to each individual lots’ agreement with the developer as to how they will build on and maintain their lot. This is often referred to as the Covenant.

Lot Owner – an owner within the body corporate. Every owner automatically becomes a member of the Body Corporate when he/she takes transfer of land in the scheme. You are unable to remove yourself from the body corporate.

Committee – members of the body corporate that have been elected to serve on the committee by their fellow lot owners. The committee are elected at every Annual General meeting each October. The committee administer the affairs of the body corporate.

The Golf Course, Golf Club and Country Club are not owned by residents. These are owned and maintained by Vercorp. The \$8.80 access fee you pay as part of your levy contribution is for access and use of the facilities provided.