



# Terminology Guide

Body Corporate

## Administrative Fund

The Administrative Fund is used to pay for any day-to-day Body Corporate expenditure e.g. replacing of light bulbs, bank fees, gardening, cleaning etc. The module will determine which legislative module is relevant to your Body Corporate.

## Annual General Meeting (AGM)

Each Body Corporate is required by legislation to have an AGM each financial year. The AGM must be held within 3 months of the end of financial year for the Body Corporate. The AGM will consider motions such as annual budgets and contributions (levies), insurance.

All owners are invited to attend and vote at this meeting and 21 clear days' notice must be provided when distributing the meeting notice.

Note: postage time must also be allowed for to ensure 21 clear days' notice are provided.

## Building Format Plan (BFP)

Explanation of Maintenance Responsibilities:

<https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/maintenance/format-plan/building>

The survey plans for your Body Corporate will detail whether the scheme is a Building Format Plan or Standard Format Plan. This is often listed within the bottom right hand corner.

## By-laws

By-laws are the rules that each owner and/or occupier must adhere to. The by-laws for your scheme may include guidelines relating to noise, vehicles, the keeping of animals etc.

## Extraordinary General Meeting (EGM)

EGM's are additional meetings held outside of the AGM. If there are additional motions the Body Corporate need to consider outside of the AGM. i.e. mid-year, then the Body Corporate may elect to convene an EGM for the motions to be considered.

All owners are invited to attend and vote at this meeting and 21 clear days' notice must be provided when distributing the meeting notice

Note: postage time must also be allowed for to ensure 21 clear days' notice are provided.

## Community Management Statement (CMS)

Each Body Corporate will have a CMS which will include the entitlements for each lot within schedule A and the Body Corporate by-laws specific to your scheme. The CMS will also detail any exclusive use areas within Schedule E.

## Committee Meeting

All committee members are invited to attend any Committee meetings. Committee Meetings allow for decisions to be made on behalf of the Body Corporate for items such as quote approvals within the Committee Spending limit. Owners are able to attend Committee Meetings as observers, however 24 hours' notice must be provided prior to the meeting.

## Contribution Schedule Lot of Entitlements (CSLE)

Contribution Schedule lot of entitlements are used to determine how much each lot owner contributes to the Administrative Fund and Sinking Fund. For example, if the CSLE for your lot is 10 and the total of all CSLE for the scheme is 100, you pay 10% of the total Administrative Fund budget and Sinking Fund budget.

If you are unsure of what the CSLE is for your lot, this can be found within Schedule A of the CMS.

## Community Titles Scheme (CTS)

A Body Corporate becomes a Community Titles Scheme when the First CMS has been lodged and registration occurs. From the point, the Body Corporate is a formal entity.

A community titles scheme includes:

- at least 2 lots
- common property
- a single body corporate
- a single community management statement.

## Exclusive Use Areas

Exclusive Use Areas are sections of common property which have been allocated to an owner for their exclusive use e.g. common property may be allocated to owners for parking, storage, patios etc.

Any exclusive use areas will be detailed within Schedule E of the CMS.

## Interest Schedule Lot of Entitlements (ISLE)

Interest Schedule lot of entitlements are used to determine how much each owner contributes to the Insurance levy e.g. if the ISLE for your lot is 10 and the total of all CSLE for the scheme is 100, you pay 10% of the total Insurance levy. If you are unsure of what the ISLE is for your lot, this can be found within Schedule A of the CMS.

## Module

The Body Corporate and Community Management legislation is split up into different modules (Accommodation, Standard, Commercial and Small Schemes). The Community Management Statement (CMS) will detail which module your Body Corporate is classified under.

The module will determine which legislative module is relevant to your Body Corporate.

## Office of Commissioner for Body Corporate

Office of Commissioner for Body Corporate is a free government service, which can provide dispute resolution services for those who live, invest or work in Community Titles Schemes. They also provide information regarding the legislation. The free call phone number is 1800 060 119.

## Queensland Building and Construction Commission (QBCC)

Explanation regarding the role of the QBCC:

<https://www.qbcc.qld.gov.au/about-us/what-we-do/our-services>

## Standard Format Plan (SFP)

Explanation of Maintenance Responsibilities:

<https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/maintenance/format-plan/standard>

The survey plans for your Body Corporate will detail whether the scheme is a Building Format Plan or Standard Format Plan. This is often listed within the bottom right hand corner.

## Sinking Fund

The Sinking Fund is used to pay for any Body Corporate expenditure of a capital nature e.g. roof replacement, driveway replacement, painting of scheme etc.

## Voting Outside the Committee Meeting Letter (VOC)

A VOC is used when the Committee are unable to hold a physical meeting. VOCs allow the Body Corporate to make decisions by voting on a motion distributed to each Committee Member via email or post.

7 days' notice is normally provided to the Committee and Owners must be advised of the motion being considered at the same time as the Committee, however, the owners are not requested to vote.

*The above terminology and explanations are some of the queries our office receive on regular basis and all information is general in nature. The specifics of each Body Corporate would need to be considered to determine how each item is relative to a Body Corporate. If you would like assistance with your Body Corporate Management, please contact Ella Creighton at [ella.creighton@civium.com.au](mailto:ella.creighton@civium.com.au)*

*Additional information can be sought at the below link: <https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/>*

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