

Manufactured homes Form 16



Residential Park Comparison Document

Manufactured Homes (Residential Parks) Act 2003

This form is effective from 20 February 2025

Important

About this document

The Residential Park Comparison Document assists prospective manufactured home owners compare residential parks by providing general information about a park and their facilities and services, including the costs of moving into, living in and leaving the residential park. It is not intended to provide information about individual manufactured homes within a park. It doesn't form advice or guidance, and any prospective home owner is encouraged to seek independent financial and legal advice.

Key things to know about residential parks

Manufactured homes in residential parks are a form of housing where manufactured home owners own their dwelling and position them on sites in a residential park owned by a park owner. Home owners enter into a site agreement with the park owner for the use of the land and communal facilities, services and amenities and pay the park owner site rent.

Buying a manufactured home is a significant commitment, and when you enter into a site agreement you are agreeing to continue paying site rent for as long as you own the home, or until you remove the home from the site in the park.

In a residential park, **site rents can increase at regular intervals based on the terms of your site agreement** and subject to legislation on site rent increases in the *Manufactured Homes (Residential Parks) Act 2003*.

You should carefully consider whether you can afford the ongoing expenses of living in the residential park, and how this will increase over time. You are strongly encouraged to seek independent financial and legal advice from an experienced Queensland lawyer about your rights, options and obligations as a manufactured home owner before buying a manufactured home in a residential park and entering into a site agreement.

For more information about residential parks and the *Manufactured Homes (Residential Parks) Act 2003*, please see <https://www.qld.gov.au/housing/buying-owning-home/housing-options-in-retirement/manufactured-homes/about-manufactured-homes>.

The information in this Residential Park Comparison Document is correct as at **[insert date]**. Some of the information included may not apply to existing site agreements.

Park owner signature  Date

Residential park details

Park name

Phone

Park address

Suburb State Postcode

Website..... Number of current manufactured home sites

Park contains: ☐ only manufactured homes ☐ multiple dwelling types (see section 15)

Total number of sites (including other dwelling types) currently in park

Development status: ☐ Completed ☐ Under development (see section 16 for details)

Re-development planned in the next 5 years: ☐ Yes ☐ No (see section 16 for details)

Year Residential Park began operating.....

Part 1 – Site rent and other costs

1 Site rent for new site agreements

*(GST exclusive)

Declaration of what site rent will be for new home owners.

Site rent* (or range of site rent) payable by new owners

.....

This applies to site agreements entered from DD/MM/YYYY)

How often is site rent due:

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other (specify)

2 Site rent increases

The proposed basis for how site rent can be increased under a site agreement for the site.

How does site rent increase for new home owners in the residential park?

Basis

.....

.....

General increase day..... (DD/MM/YYYY)

A general increase day is the day that site rent increases for all sites using a particular basis. A general site rent increase for a site cannot occur more than once a year.

Frequency

☐ Annual ☐ Other (specify)

Additional information (specify any additional basis, increase day and frequency below)

.....

.....

.....

Note: general site rent increases are limited to once per year using only a single basis at a time. However, some park owners may have multiple bases which apply in different years.

3 Mandatory costs or fees not included in site rent (GST inclusive)

Note: Does not include sales commissions where the park owner resells homes.

Are home owners in the park required to pay any additional costs or fees which are not included in site rent?

☐ Yes (provide details below) ☐ No

Total costs / fees: \$.....

Details of costs / fees and when payable:

.....

Part 2 – Utilities and services

4 Electricity	<p>Service Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>Usage Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>Does the park contain an embedded network for the supply of any electricity in the residential park?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For more information about embedded networks see:</p> <p>https://www.aer.gov.au/consumers/understanding-energy/embedded-networks-customers</p> <p>Can solar panels be installed on manufactured homes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are there any known conditions/restrictions on the installation or use of solar panels in the residential park?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify</p> <p>.....</p> <p>.....</p>
5 Water	<p>Service Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>Usage Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>.....</p>

6 Sewage	<p>Service Charge/s</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>Usage Charge/s</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p>
7 Gas	<p>Service Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p> <p>Usage Charge/s (individually measured and/or metered)</p> <p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Not included in Site Rent</p> <p><input type="checkbox"/> Other (specify)</p>
8 Telephone	<p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Available but not included in site rent</p> <p><input type="checkbox"/> Not available <input type="checkbox"/> Other (specify)</p> <p>.....</p>
9 Internet	<p><input type="checkbox"/> Included in site rent <input type="checkbox"/> Available but not included in site rent</p> <p><input type="checkbox"/> Not available <input type="checkbox"/> Other (specify)</p> <p>.....</p>
10 Other utilities and services	<p>Details of other services or utilities (for example, food services, gardening services, personal care services, transportation services) including whether provision of these services by the Park Owner is included in site rent</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

11 Park Manager and staff

Please provide details about the availability of park management.

Is an on-site manager (or representative) available to home owners?

☐ Yes ☐ No

Details of on-site availability:

.....

.....

Does the on-site manager live on-site or work on-site?

☐ Lives on-site ☐ Works on-site ☐ Not applicable

Does the park have an after-hours emergency contact?

☐ Yes ☐ No

After-hours emergency contact details

.....

.....

Do any other staff work in the residential park?

☐ Yes ☐ No

If yes, provide details (e.g. First Aid Officer, Security, Grounds person etc).

.....

.....

.....

.....

.....

Part 3 – Facilities and amenities

12 Communal/shared facilities Please provide details about the facilities currently available in the park, including any additional costs for the use of these facilities.

(NOTE: Under section 14 (a) (iii) of the Act, a home-owner has non-exclusive use of the park's common areas and communal facilities).

☐ Activities, workshops or games room/s

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ BBQ area outdoors

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Bowling green

☐ Indoor ☐ Outdoor

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Club House

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Communal open space

Details.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Gym

Details.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Library

Details.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Restaurant / Cafe

Details.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Shops

Details.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Park bus or other park-supplied transport options

Details (conditions for use)

.....
.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Frequency:

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Swimming pool

☐ Indoor ☐ Outdoor ☐ Heated ☐ Not heated

Size:

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Tennis court / Pickleball

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Changing rooms and showers at sports facilities

Details.....

.....

☐ Kitchens in communal facilities

Details.....

.....

Cost: ☐ Included in site rent ☐ Additional fee (specify)

.....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Other facilities and amenities (specify below, including availability and cost)

.....

.....

.....

.....

.....

.....

13 Parking

Please provide details of parking available to home owners and their guests.

Do home owners have personal parking space/s on their site?

☐ Yes ☐ No ☐ Varies by site

Are there any restrictions on home owners parking on or adjacent to their site (e.g. on their driveway)? If so, please provide details:

.....

Is there additional parking available for home owner use in the park?

☐ Yes ☐ No

If yes, specify number of spaces and any conditions

.....

Is there additional parking available for visitor use?

☐ Yes ☐ No

If yes, specify number of spaces

Is there parking available for large vehicles such as trailers, motorhomes, caravans, boats or other recreational vehicles?

☐ Yes ☐ No

If yes, specify number of spaces and any conditions

.....

.....

Are there any fees in addition to site rent applicable to the use of parking spaces for large vehicles such as trailers, motorhomes, caravans, boats or other recreational vehicles?

☐ Yes ☐ No

If yes, provide details

.....

.....

<div><div>14 Security and safety</div><div><p>Note: Park Owners are required to maintain and implement an emergency plan for the residential park.</p><p>Additional features listed at park owners discretion. This list may not be exhaustive. Please enquire with park owner for more details.</p></div></div>	<div><div>Does the residential park have any of the following security and safety features?</div><div><div><input type="checkbox"/> Security cameras</div><div><input type="checkbox"/> Key fob/pin code operated Security gates</div><div><input type="checkbox"/> Emergency phones</div><div><input type="checkbox"/> Defibrillator(s)</div></div><div><div>Provide details of any other notable security or safety features of the park?</div><div><div></div><div></div><div></div><div></div></div></div></div>
<div><div>15 Accessibility features</div><div><p>Please provide details of features in the park to assist home owners with mobility or other issues.</p><p>Details are provided for comparative information only. Home owners with specific accessibility requirements should contact the park owner to ensure the park can meet their needs.</p></div></div>	<div><div>Does the residential park have any of the following accessibility features in the common areas of the residential park?</div><div><div><input type="checkbox"/> Ramps</div><div><input type="checkbox"/> Lifts</div><div><input type="checkbox"/> Wheelchair-accessible toilets</div><div><input type="checkbox"/> Extra-wide doors</div><div><input type="checkbox"/> Wheelchair-accessibility to Letterboxes</div><div><input type="checkbox"/> Wheelchair-accessibility to Residential Park Office</div></div><div><div>What parts of the park have these features?</div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div>

Part 4 – Miscellaneous

16 Other dwellings	<p>Does the park contain dwellings other than manufactured homes (i.e., is a mixed-use park)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details, for example caravans, holiday rental cabins, residential premises (including manufactured homes) under residential tenancy agreements)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
17 Development <small>Indications of future plans may be subject to change. For more information contact the park owner.</small>	<p>Has development of the park been completed?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, provide details of how many sites, including manufactured home sites and other dwellings will be available when planned development is completed and the anticipated date for completion?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If no, provide details of any services, amenities or facilities that will become available when development is complete, including when these will be available</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
18 Home owners committee	<p>Does the park have a home owners' committee?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
19 Letting the home	<p>Do site agreements in the residential park permit home owners to let their home to another person?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, detail any restriction on letting:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<div>20 Temporary stays</div>	<div>Do site agreements in the residential park include any limitations or requirements on people temporarily staying in the residential park? (For example, house sitters, pet sitters or family members temporarily staying at the home)?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>If yes, detail any limitations or requirements?</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div>21 Insurance</div> <div>Please provide details about any insurance taken out over the park land and/or facilities</div>	<div>Are the communal facilities and land in the residential park insured?</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>What is covered by the insurance?</div> <div><input type="checkbox"/> Flood <input type="checkbox"/> Storm <input type="checkbox"/> Fire <input type="checkbox"/> Public liability</div> <div>Note: home owners will generally be responsible for insuring their own property in the park.</div> <div>Are home owners required to insure their manufactured home?</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>If yes, provide details:</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Part 5 – Park Rules

[illegible]

Part 6 – Park details and operations

24 Park owner details

☐ **Individual owner/s**

Title.....Full name

Title.....Full name

Title.....Full name

☐ **Corporate owner**

Full company / corporation name

.....

Australian Company Number (ACN)

Australian Business Number (ABN)

Business address

.....

.....

Suburb State Post code

Phone number

Email address

25 Park contact

Please provide contact details for the residential park for information and enquiries if different from above.

Contact name.....

Park phone.....

Park email.....

Further Information

If you would like more information, contact the Department of Housing and Public Works on 13 QGOV (13 74 68) or visit our website at

www.hpw.qld.gov.au

Regulatory Services (Department of Housing and Public Works)

Regulatory Services administers the *Manufactured Homes (Residential Parks) Act 2003*. This includes investigating breaches of the Act.

Department of Housing and Public Works

GPO Box 690, Brisbane, QLD 4001

Phone: 07 3013 2666

Email: regulatoryservices@housing.qld.gov.au

Website: www.housing.qld.gov.au/housing

Queensland Retirement Village and Park Advice Service (QRVPAS)

Specialist service providing free information and legal assistance to home owners and prospective home owners in residential parks in Queensland.

Caxton Legal Centre Inc

Level 23, 179 Turbot Street

Brisbane Qld 4000

Phone: 07 3214 6333

Email: qrvpas@caxton.org.au

Website: www.caxton.org.au

The Queensland Manufactured Home Owners Association Inc (QMHOA)

Is a peak body representing owners of manufactured homes in Queensland.

They provide information and assistance to home owners and prospective home owners in relation to their rights and responsibilities under the *Manufactured Homes (Residential Parks) Act 2003*.

Phone: 07 3040 2344

Website: www.qmhoa.org.au

Seniors Legal and Support Service

Provides free legal and support services for seniors concerned about elder abuse, mistreatment or financial exploitation.

Caxton Legal Centre Inc

Level 23, 179 Turbot Street

Brisbane Qld 4000

Phone: 07 3214 6333

Email: slas@slas.org.au

Website: www.caxton.org.au/sails_slas

Queensland Civil and Administrative Tribunal (QCAT)

This independent decision-making body helps resolve disputes and reviews administrative decisions by government.

GPO Box 1639, Brisbane, QLD 4001

Phone: 1300 753 228

Email: enquiries@qcat.qld.gov.au

Website: www.qcat.qld.gov.au

Queensland Law Society

Find a solicitor

Law Society House

179 Ann Street, Brisbane, QLD 4000

Phone: 1300 367 757

Email: info@qls.com.au

Website: www.qls.com.au

Department of Justice and Attorney-General

Dispute Resolution Centres provide a free, confidential and impartial mediation service to the community.

Phone: 07 3006 2518

Toll free: 1800 017 288

Website: www.justice.qld.gov.au

ATTACHMENT A SOLAR

As the park has an embedded network any additional solar must be approved by the Distributed Network Service Provider (DNSP) and park management. If the total embedded network has self-generated electricity (such as solar) above 30Kva all additional self-generated electricity will need to comply with the connection standards (Energy Queensland's STNW1174) Part of this is where a company with a staff member (or a subcontractor) that is part of the Register of Professional Engineers Queensland (RPEQ) submits a design certification report to the DNSP, this is done by the company that sells to equipment to the home owner not the park owner. (Part of this document describes the hardware to be used (Inverter type and panel type) methodology of control of power production and export (where applicable) and maintenance and control of predetermined power quality parameters. (This includes voltage rise, over and under voltage, over and under frequency among other settings.)

The DNSP only allows for 1 enquiry at a time. The park owner or another home owner may already have an open enquiry with the DNSP that must be finalised before a home owner can start another enquiry / application with the DNSP.

The home owner may find that the costs associated with this process outweigh the benefit from adding solar as an individual and this process may be more beneficial if multiple home owners preform this at the same time to distribute the required costs by the DNSP between multiple home owners.

The Park Owner also requests the home owner to fill in the Alteration and Addition request form as per the site agreement. (An extract is below)

4.4 Alterations with consent

- (a) The home owner must not carry out any alterations, improvements or additions of any kind, to:
 - (i) the manufactured home that are visible from outside of the manufactured home; or
 - (ii) the site or any improvements or services on the site,without:
 - (iii) the park owner's prior written consent; and
 - (iv) the approval (where necessary) of any relevant Authority.
- (b) The park owner must not unreasonably refuse to give its consent to a request made by the home owner under special term 4.4(a).
- (c) Any pre-existing alterations to the manufactured home, any improvements on the site or any pre-existing alterations to the site visible from outside the manufactured home generally are deemed unapproved unless written approval from the park owner (or its predecessor) and (if required) the relevant Authority can be produced.

4.5 **Solar Systems**

If:

- (a) the park owner gives its consent to a request made by the home owner under special term 4.4(a) to install an electricity generation and/or storage system on the manufactured home or the site (**Solar System**); or
- (b) a Solar System is already installed on the manufactured home or the site,

the home owner acknowledges and agrees:

- (c) the home owner:
 - (i) is responsible for all costs associated with the installation, connection, use, maintenance and repair of the Solar System;
 - (ii) installs and uses the Solar System at the home owner's risk; and
 - (iii) releases the park owner and its Agents from all Claims arising out of or in connection with the installation and use of the Solar System, except to the extent the Claim is caused or contributed to by the negligence or default of the park owner or its Agents; and
- (d) the park owner is not liable for (or required to arrange) any payment or credit to be allowed to the home owner for any excess power the Solar System may generate.

ATTACHMENT B – PETS

Park Rules

Pets

For many people, pets are simply another member of the family, and the village recognises the need to properly cater for pets. However, we also need to remain respectful of those who don't own or want pets, and who may be adversely affected by the presence of pets, due to parasites, noise or odour.

If you own a dog RV Homebase requires the home owner/s to install pool style fencing to rear of property to keep your dog contained at all times. The style and location of the fence must be approved by the Village Manager in writing.

The guiding principles are as follows:

Permission to keep pets in the village is granted solely by, and at the discretion of management.

Residents are pre-approved to own a single dog or cat providing the pet complies with the general guidelines listed below. Management may give special consideration for

animals outside this scope based on specific circumstances and strict behavioural conditions.

Unruly, disruptive or antisocial behaviour by your pet will result in you being asked to remove your pet from the village.

The pet owner agrees to abide by this agreement and will keep the pet(s) described in this agreement in accordance with the pet guidelines.

Only common household pets are allowed on this property. Each type of pet must be approved by management and a limit on the number of pets allowed for this property can be imposed at management's discretion.

Pets are not permitted on the premises unless the pet:

- is kept clean, quiet and controlled at all times;
- is kept free of parasites and other diseases;
- is domesticated (barking dogs are not acceptable);
- does not disturb neighbours or tenants or other pets;
- does not stray unsupervised outside the home owner's site;
- is under control, on a lead at all times and does not disturb other lot owners or tenants when on or passing through common property;
- is toilet trained;
- is restrained on a leash (no longer than 2 metres) at all times when outside of the home; (Note that a dog-off-leash area is proposed for the future development).

Pet owners are responsible for keeping all areas where pets are housed clean, safe and free of parasites.

Owners MUST immediately pick up and dispose of all pet waste. Failure to do so will incur a \$50 fine for each offence, with all monies donated to the RSPCA.

The pet owner shall be liable for any damage or injury whatsoever caused by the pet(s) and shall reimburse the property owner or village management for any costs incurred as a result of damage or injury caused or claim.

Pets (excepting Guide Dogs) are not allowed to enter any of the Village facilities including any external areas such as the Community Centre.

Cats must be confined at all times to safeguard native wildlife. All cats must wear a bell on their collar for similar purposes.

Visiting pets are to comply as if they were resident.

Site Agreement Special Terms

3.9 Pets

- (a) The home owner must not keep any animals or pets in the manufactured home or on the site without the park owner's prior written consent. The park owner will not unreasonably withhold its consent to a request by a home owner to keep a pet.
- (b) The home owner must ensure:
 - (i) the keeping of the pet complies with local government laws;
 - (ii) the pet does not disturb other home owners or their Invitees;
 - (iii) the pet is a domesticated animal;
 - (iv) the home owner provides details of the type and size of the pet to the park owner;
 - (v) the pet is clean and properly toilet trained and the home owner tidies up after the pet;
 - (vi) the pet is kept on a leash at all times whilst in the park (and not in the manufactured home); and
- (c) The park owner may withdraw its consent for a pet if the home owner (or the pet) does not comply with special term 3.9(b). The onus of proving that the pet complies is on the home owner.

Village Handbook



Queensland's first RV focused residential community for caravan and motorhome owners, grey nomads and friends.

RV HOMEBASE
Fraser Coast

Take happy hour home with you...



Welcome to RV HOMEBASE Fraser Coast

As Queensland's first RV focused residential village, we're growing a community of like-minded people who all share a passion for their RV lifestyle.

We're here to support you in making our community a warm and welcoming place that respects the rights of everyone who lives here, and actively supports your lifestyle choices as fully as we can.

This Village Handbook is designed as a comprehensive guide to the many unique aspects of the village - clearly outlining the principles, rules and guidelines by which the village operates.

Please use this Handbook as your guide, and refer to it whenever you have questions about appropriate conduct within the village.

The Village Manager administers the management team and the day to day operations of the Village. The Administration Office is located in our main Community Centre.

From here, we provide a central point of contact for all residents, to manage shared facilities and to assist with village operations.

While we are strongly focused on helping ensure you can enjoy your home base with minimal interference from management or your fellow residents, **these rules are binding** and have been defined to ensure everyone enjoys their time here at RV HOMEBASE.

Subjects covered by this Handbook are outlined in the Table of Contents on the following pages. Subjects are arranged in alphabetical order for ease of referencing.

Please make yourself familiar with the rules and principles on which the village will operate. If you have a question, issue or suggestion, please let us know and we can help you with the most appropriate action.

We thank you for your cooperation, and your consideration of others, as together we make RV HOMEBASE Fraser Coast an exceptional community that we all love to live in.

The RV HOMEBASE Management Team

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Village culture and guiding principles

Before we get into details on the village itself, we thought it best to share a few thoughts on the essence of the village.

While we are selling RV friendly homes, our ultimate aim is to create a vibrant, supportive and welcoming community of like-minded people.

Here are some tips and suggestions on how we can all play our part in creating a dynamic and thriving community that accommodates us all, and gives everyone the opportunity to live their own life, their own way.

As heavy-handed or comprehensive as any rule book is, the primary consideration is to ensure residents and guests conduct themselves in a manner which 'fits' the village culture at all times.

As a group, we have charted three core principles which broadly underpin the thinking on everything we do.

Courtesy and respect

Our primary objective is for all residents to treat each other with courtesy and respect.

Everyone in the village is an equal, and is entitled to their say. We aim to respect everyone's opinion, and in turn, ask that you also strive to respect others.

Decisions will be made in the best interests of the Village and all residents, and favour the majority voice.

We want to protect both your asset and your lifestyle.

Safety and wellbeing

We strive to provide a safe environment. We will take all necessary precautions to protect your safety and wellbeing while enjoying the Village and using the facilities.

It is the responsibility of all residents and their guests to observe and follow instructional and safety signage, to use all safety equipment and procedures provided, and to conduct yourself in a manner which will minimise likelihood of injury or worse.

We want you to stay and play safe.

Active enjoyment

As an active lifestyle village, RV HOMEBASE is designed to provide a range of lifestyle alternatives second to none.

We encourage residents to live an active and healthy lifestyle, encourage others to do the same, and to take full advantage of the amenities and social networks available within the village.



We will strive to manage the Village and the facilities in such a way as to enhance your enjoyment of our RV focused Village culture.

We want you to have fun!

When living in the Village, we ask that you bear these principles in mind, and conduct yourself accordingly.

By living by these key principles and respecting other's rights to do the same, we can maximise the opportunity to get more out of our time here at RV HOMEBASE.

Obviously, we all need to work together to achieve these outcomes. Underpinning these core values, there are two more key factors essential to the success of the village...

Communication

Open and upfront communication is essential to the smooth functioning of the Village. A variety of different methods will be used to communicate with you, depending on what we might need to say. These may include:

- Letter drops to mail boxes
- Village notice board
- Email
- Village newsletter

In turn, we also encourage home owners and residents to communicate with us by:

- Email
- Written correspondence
- Communication Register
- Attendance at Village meetings

Verbal feedback is always welcome. However if you require some specific action to be undertaken, a written request will invariably be more effective.

Wherever possible, we will look to respond to your enquiries or feedback in a timely manner.

If you have any questions, issues or feedback, please direct all enquiries initially to the Administration Office, located in the Community Centre, or call 07 4122 9888.

Consideration and tolerance

As a village resident, consideration and tolerance are essential skills for you to master. Ultimately, it's your decision how considerate and tolerant you can be.

Please be considerate of the needs of others at all times, particularly when your lifestyle may differ from your neighbours. This includes factors such as:

- Noise management – particularly early mornings and evening hours
- Pet management – including noise, aggressive behaviour, and cleaning up after them
- Vehicle parking, embarking and disembarking after trips
- Use of village facilities
- Tidiness and presentation of your home / RV port
- Maintenance and upkeep of your home
- Adherence to the covenants of the village

When behaviour of a neighbour / fellow resident / guest impacts on you, be constructive in your approach to resolving the issue. It is up to all residents to consider their neighbours and try to resolve any problems calmly to prevent any undue duress however, please see management if a resolution cannot be reached.

If you have a specific issue to address, raise the matter with the Village Manager to determine the most appropriate response. Putting your grievance in writing will ensure that your grievance is properly dealt with.

Problems that cannot be resolved by the Village Manager may be referred to Senior Management, and if necessary, a structured mediation process may be used.

At all times, we will strive to treat all owners equitably and fairly. Emphasis is placed on creating a community of like-minded people – and shared, demonstrable consideration and tolerance are key values to the growth and vitality of such a community.

Enjoying the facilities – all you need to know

The bulk of amenities offered at RV HOMEBASE are unsupervised communal facilities designed for the use of all residents and their guests.

The responsibility for using these facilities safely and appropriately rests with the Home Owner.

Home Owners must ensure their guests are fully aware of the rules and regulations relating to the Village, and that all guests conduct themselves in accordance with Village policies.

Ultimately, home owners and their guests all enjoy the amenities at their own risk.

These are not public facilities, and are only to be used by Home Owner's and / or guest/s of a Home Owner.

From time to time, facilities may be closed for periodic maintenance, for private functions or for occasional promotional events which RV HOMEBASE may organise.

The following policies apply across our various community facilities:

Arts and Crafts Centre

The Arts and Craft Centre is provided as a service to all residents.

Residents must supply their own materials and equipment and if necessary can store their work until completed at their own risk.

Please leave the Arts and Craft Room in a clean and tidy manor for others and ensure that air conditioning and all appliances are turned off and the Craft room is locked after use.

Bowls Green

Two standard size bowls greens are provided for use by all residents.

There will be a central booking system located in the Community Building.

Please enter the green from the entryway provided, and do not walk on the green while games are in progress. Please respect those playing with minimum noise and distraction.

Pool Tables

Two pool tables are provided for use by all residents. Persons under the age of 18 are not to use the pool tables unless supervised by an adult.

Community Centre, Happy Hour Hut, Outdoor Kitchen

The Community Centre includes a commercial style kitchen, bar area, recreation room, dance floor, and various open terraces and decks.

Users are responsible for the security of the premises and the cleaning of the kitchen, BBQ equipment and associated facilities including dishes and glassware. Please empty dishwashers when used and leave premises clean and tidy for others.

Happy Hour Hut will house an outdoor kitchen and is designed as the focal point for an informal, low key social event for all residents. The Happy Hour Hut is open 365 days a year. Please be respectful of other residents and guests in terms of noise – particularly after hours.

Please Note that the Community Centre and Happy Hour Hut will be used on occasion for official functions held by RV Homebase and residents will be notified accordingly.



RV HOMEbase is not licensed. You have the ability to bring your own alcohol into communal dining areas. Please drink in moderation.

Please ensure all food consumed on communal facilities is appropriately prepared, served and stored:

- Food should only be eaten in designated areas including the Recreation/Dining Room, Happy Hour Hut, and around the Outdoor Kitchen. Food should not be eaten in the Pool area or Gymnasium.
- Please take appropriate care of all foodstuffs, particularly perishables.
- Food should not generally be stored in communal facilities. Any food stored in communal spaces should be well covered and labelled. Food and beverages left in communal refrigeration must be sealed and labelled.
- All private goods left on communal property remain your responsibility and are left at your own risk. Unclaimed goods left on communal property may be discarded without notice.

Please leave the facilities as you found them. Clean-up after use is your responsibility. Please respect the facilities for the enjoyment of all.

- BBQ's, sinks and kitchens must be cleaned after use.
- Please wash and dry all crockery, cutlery and utensils and return to the appropriate storage space. Please empty dishwashers if used.
- Tables / chairs should be cleaned after use.

- Nothing is to be attached to the walls of the buildings, or to the glass.
- Indoor furniture not to be taken outdoors.
- Pool table equipment to be placed back in racks after use.

Dump Point

A dump point is located behind Men's Shed and is for the exclusive use of the residents only. This facility will remain unlocked and may only be used for its prescribed purpose and NO oils or dangerous materials may be disposed of in the facility.

Fire Pit

Open fire pit will be available, allowing residents and their guests to enjoy a campfire type environment.

Under no circumstances is anyone under the age of 18 allowed to light or tend the fire in the fire pits.



Under no circumstances are flammable liquids allowed to be used. This is a serious safety issue, and such breaches may result in serious injury. Only fire starters, paper and wood may be used to ignite the fire.

Wood within the pit is to be no higher than the height of the pit.

No person is to be any closer to the fire than the seating which surrounds the fire pit, unless directly tending the fire.

All fires must be extinguished before the last person vacates the fire pit area with the provided cover.

Fire pits are open until 10pm at night.

Note the fire pit cannot be lit while fire restrictions are in force. Please check if restrictions apply before using fire pit.

Golf Pitch and Putt

A small recreational pitch and putt golf area is provided.

A pitching wedge and a putter are the only clubs to be used in this area.

Safety of players and village occupants is paramount, and as such, please do not pitch until the forward players have completed putting and vacated the putting surface.

If required, divots should be replaced after playing your shot to maintain the integrity of the playing surface.

Play must be directed away from Stage 1A as a courtesy to residents in this area and for safety.

Hours of operation are 7am – 6.30pm daily.

Gymnasium and fitness centre

Personal safety is our first priority. Please be familiar with user manuals and operational instructions for all equipment prior to use. Do not attempt to exceed manageable loads on any exercise under any circumstances.

Gymnasium Rules

- Please wear enclosed footwear and use a towel during all sessions.
- Everyone MUST wear top/shirt while exercising
- Wipe all equipment down with a disinfectant supplied after each use.
- No children under 18 (even if accompanied by a Home Owner) are permitted to use the gymnasium.
- Run air conditioning only when everyone present agree and turn off after use
- Please secure gymnasium after use and ensure all windows are closed.

Gym hours are 7am – 6.30pm daily.

IMPORTANT: Fitness Tests and Sports Safety

Use of gymnasiums and fitness equipment is a high risk activity. Usage of our fitness centre is at your own risk. Please do not use the facilities if you are ill or feeling unwell.

Before using the facilities provided at RV HOMEBASE, we strongly recommend that you undertake a professional check up and fitness test, so that you do not place yourself at risk.

If you have not been exercising for some time, it is especially important to have an assessment carried out and to ease into any program advised for you by a trained fitness consultant.

We strongly recommend you exercise with a friend or with others in the room. In the unlikely event there is an incident, you have others there to assist.

Library

The library centre is operated as a service for all residents.

All items must be returned no later than 30 days after borrowing.

Internet access is available. We ask all residents to respect a 'reasonable use' policy, so that this service can remain free and available indefinitely.

The library is open to donations of quality books in good condition. By taking a cooperative approach to library resources, all residents will enjoy greater choice and more enjoyment from our community library. Please ensure library is locked after use.

Please Note books donated that are not of required standard will be disposed of at Management's discretion.

RV Wash Bay

The RV Wash can be used for caravans, motor homes, fifth wheelers, camper trailers, boats and motor vehicles.

Use of the RV Wash is pay-per-use.

This is simply intended to cover costs of consumables and

maintenance, and to ensure those who don't use the wash are not subsidising those who are.



Please ensure you wash down the wash bay after you vacate your vehicle from this area.

Use the RV Wash facility at your own risk.

Doggy Wash

This facility is for the sole purpose of washing animals and not to be used for any other purpose.

Doggy Wash hours are 8am – 5pm daily.

Men's Shed

Before accessing the Men's Shed Residents MUST have completed the indemnity form supplied by RV Homebase.

The Men's Shed provides a central base to tinker with your RV and / or enjoy manual handcrafts and activities.

The Men's Shed contains a number of tools, equipment and chemicals which could be dangerous and / or require instruction to use. Where possible, manuals should be read prior to using equipment.

For safety reasons, please only use equipment with someone else present.



Appropriate Personal Protective Equipment (PPE) must be worn at all times. This includes a requirement that protective clothing and footwear, safety goggles and ear protection is to be worn at all times when using equipment or machinery. You are responsible for ensuring

you have the necessary safety equipment and you are wearing it properly.

All electrical equipment used in the Community Buildings must be tested and tagged annually. Any equipment faults / damage should be reported to the Village Manager.

All power tools should be turned off at the switch when not in use.

There may be poisonous or corrosive materials used in the workshop. Please ensure you are wearing suitable Personal Protective Equipment when using these substances.

Material Safety Data Sheets are available for all chemicals used/stored in the Workshop.

All such materials should be clearly marked and stored in the designated area.

Flammable materials may only be used strictly according to manufacturer's instructions.

You must clean up after yourself, and leave the workshop clean for others.

Tools may only be removed from the shed by the owner of the tool and / or by arrangement and noted on the whiteboard in the shed.

Visitors can only be in the workshop when accompanied by a resident, and must have signed an indemnity form available at the RV administration office prior to entering Men's Shed.

Children under 18 are not permitted in the workshop. Persons over 18 must be accompanied by an adult resident.

Workshop hours are 9am – 5pm daily.

Swimming Pool

RV HOMEBASE offers a 25m lap pool and visitors must be accompanied by a Home Owner.

As good looking as you may be in your natural state, all swimmers MUST wear bathing costumes in the pool and street clothing is not acceptable.

Pool Rules

- Please shower before using the pool.
- Strictly no food or glassware in the pool area.
- No consumption of alcohol in or around the pool area.
- No running, diving, bombing or horseplay in the pool area.
- Refrain from swimming when you have an open wound.
- Children must be supervised AT ALL TIMES and must refrain from rowdy, boisterous behaviour.
- Appropriate swimming attire is to be worn whilst using the pool.
- Treat others in and around the pool with courtesy and respect.
- No pets allowed in or around the pool area.

The swimming pool will be open from 7am – 10pm daily.

IMPORTANT: Water safety

Swimming pools are high risk leisure areas, and the risks are well documented. Usage of our pool area is at your own risk.

The pool is fenced. Gates are to be kept locked and not propped open under any circumstances.

Do not enter the water alone if you are not a strong swimmer. Ideally, always swim with a friend.

Resuscitation and first aid instructions are available on all pool gates.

Tennis Courts

Two half court tennis courts or one full size are planned for the future. Bookings will be required to use the court. A maximum 2 hour time limit will apply.

You will need to tighten the net on entry to the court/s. Please relieve tension from the net/s after use and leave the gate closed.

A broom will be provided to sweep the court if necessary.

Tennis court hours are 7am - 6pm daily.

Hardstand Area

One of the purposes of the hard stand is so residents can invite their family and friends who are visiting with them in the village to stay overnight (or longer if agreed by RV Homebase Village Management) if travelling in their own RV. There is a maximum stay of 2 nights, with no charge, for everyone, including family and friends. Family and friends are welcome to stay in your homes for longer periods. Longer periods of stay relating to sales will be at management's discretion.

All guests staying on the hard stand MUST be registered with the Village Manager.

The hard stand will be also used by RV Homebase to accommodate potential buyers and clients who are building homes in the village.

RV Homebase on occasion may also use the hard stand for promotional purposes.

Insurance is the responsibility of the vehicle owner, and no insurance is offered by RV Homebase on vehicles in the hard stand area.

Should these issues be compromised, then RV HOMEBASE reserves the right to request removal of the vehicle from the premises.

Surviving & thriving in the Village...

The A to Z guide

Now you've been introduced to the village culture, we thought you might like to dig a little deeper, and find out more about what's here for you in the rest of the village, together with the core rules we all live by.

Here are some valuable notes which will help you understand how the village works, and provide you with some definitions and rules which will help you make the most of your new home and feel welcome in your new community.

Notes are arranged in alphabetical order, so you can easily find what you are looking for. A table of contents provides a useful reference if you are looking for something specific.

Alcohol consumption in the village

How on earth did alcohol become the first subject we talk about?

RV HOMEBASE is an unlicensed facility.

While we are not licensed, whenever alcohol is consumed within common areas of the Village, we adhere to the Responsible Service of Alcohol rules as closely as possible. Consumption of alcohol onsite by underage persons is not permitted, and will refuse to supply alcohol to any person when intoxication is suspected. We request that you also adhere to these rules.

Where alcohol is served at any communal function, the person/s hosting the function bears full responsibility for compliance with the laws relating to the service of alcohol.

Access to the bar fridges may be permitted for private functions. Please see Village Manager to arrange.

Bus

RV Homebase has provided a village bus for use by the residents for social activities and outings. Charges may apply – please see Village Manager for details.

Drivers must hold an appropriate license and supply photocopy of current license to Village Manager prior to driving the bus.

Construction timelines and logistics

RV HOMEBASE will be a construction site for an extended period. We thank you for your patience and understanding while the village takes shape.

All construction areas are considered strictly out-of-bounds, unless accompanied by village management.

All reasonable efforts will be made to minimise noise, dust, traffic and building mess during the construction period.

Residents must not consult or disturb any contractor's onsite. If there are any issues with onsite workers please see Village Manager who will deal with any concerns.

Covenants – protecting your investment



RV HOMEBASE is a Master Planned community designed from the ground up to support your RV lifestyle.

Enormous thought and effort has gone into creating a village that delivers exceptional amenity and quality of life.

A set of covenants (specific design principles and rules) have been agreed upon to ensure the aesthetic appeal of the village is not compromised, that we deliver on our vision, and that we protect and improve your investment.

If you are considering changes to your property (particularly the exterior or the landscaping), requests **MUST** be submitted to Client Service Manager for consideration by management to ensure that your proposed changes comply with our covenants before you commence work.

If your changes breach our covenants, you will be asked to remedy the work and bring it in line with our covenants, or to return your home to its original state at your expense.

These covenants protect all our investments, and any deviation sets precedents which may inadvertently significantly alter the character of the village. Therefore they will be strictly enforced.

Entry Gate

The pedestrian gate on indah Road is to be kept locked at all times and the access code will be changed when required and will be made available to residents.

The main vehicular gate can be opened via key pad or by remote control which can be purchased from the Village Manager.

The gate will remain open between the hours of 9.00am – 4.00pm for access to the Sales Office or longer if required.

Environmental and eco-friendly considerations

RV HOMEBASE prides itself on a range of eco-friendly initiatives designed to add to the amenity of the village, while also being environmentally responsible. These include:

- Construction of 6 star rated homes, which combine functional design with use of environmentally friendly materials, insulated walls and ceiling, and energy rated appliances and lighting.
- Installation of electric boosted solar hot water as standard on all homes (unless gas hot water service is requested).
- Inclusion of a range of drought tolerant, native plants throughout the landscaping – many of which existed naturally in this region.

We ask all residents to be respectful of our natural environment, and our native flora and fauna.

Extended Absences and House Sitters

As an RV owner, it is likely you may well be absent from the village for extended periods.

As a courtesy, please advise the Village Manager of your approximate plans. We suggest you make arrangements with neighbours to look after your home and garden during your absence.

Please note that RV HOMEBASE is master planned as a residential Village. However, due to the likelihood of extended periods of travel, provision has been made for you to rent your home in your absence.

Home Owners can rent their property for up to 6 months in any 12 month period. Your tenants must meet all village eligibility criteria and must comply with all village rules and regulations during their stay at RV HOMEBASE.

If you are renting, your tenant should be registered with the Village Manager prior to your departure. If a tenant is not secured before departure, management must be advised prior to signing a lease with a tenant.

You should organise rental directly with your tenant. RV HOMEBASE can professionally manage your property in your absence, which will include sourcing quality, qualifying tenants, rent collection, regular home inspections, bond management, maintenance and upkeep as necessary.

A fee of 8.5% of the rental amount + GST is charged for this service, which is the equivalent of what most property managers will charge in conventional real estate offices. Maintenance and upkeep costs are the responsibility of the home owner.

First Aid

All residents are responsible for their own health and wellbeing while in the village.

Safety notices and resuscitation notices will be placed in appropriate locations in facilities throughout the village, and it is your responsibility to comply with all relevant instructions.

An emergency medical kit is kept on site in the Kitchen area in the Community Centre.

Out of respect for your fellow residents, please avoid using community facilities if you are ill or feel unwell.

In case of Emergency dial “000”

Functions / Private Functions / Booking Facilities

As a resident in a 210 home village, there are likely to be regular activities and functions onsite which you may be involved in. These may include:

- RV HOMEBASE village-wide events and activities e.g. Village Christmas party
- RV HOMEBASE Owners Group events and activities
- Special interest group meetings and activities
- RV HOMEBASE marketing and promotional events and activities e.g. open day

Activities will be publicised on a regular basis via the community notice board and/or emails or newsletter. Costs may be involved depending on the nature of the event or activity. RSVP's are recommended where possible.

From time to time, village management may book some of the communal facilities for a promotional event for the public and / or external visitors. Impact on the village will be minimised for these events and security will not be compromised.

While common areas are for the benefit of all, there are some circumstances where a Home Owner can book certain common areas for a private function. A small fee may apply. Preparation, clean-up after the event, and equipment hire is the responsibility of the Resident.

Please talk to the Village Manager for details.

Gardens, garden maintenance and irrigation

More than 50% of RV HOMEBASE is allocated to gardens and open spaces, and our landscaping design is master planned to provide an aesthetically pleasing, low maintenance environment.

As part of your Site Rental Agreement, RV HOMEBASE will mow all front lawns, and trim any



boundary hedges on your home site on a regular basis. Gardens on the road verge will be maintained by RV Homebase.

Please ensure that the maintenance team can easily access these areas and that they are free of obstructions which may prevent them from doing their job.

Rear and side lawns and all garden beds are your responsibility.

Shrubs should be no taller than 2.5m in height, and should be trimmed regularly.

You are responsible for watering your gardens regularly. This is metered (15kl per month), we do ask that you respect supply of this water and use it resourcefully.

Should you wish to change your landscaping and / or replace plant/s, we advise that you talk with the Village Manager about landscaping covenants and the Master Plan. They can provide a planting guide of approved, water-wise plants which may suit.

RV HOMEBASE reserves the right to request removal, replacement or trimming of any plant that falls outside landscaping covenants and the Master Plan.

While your home is built on termite proof steel piers, we ask that you ensure no plant or garden material comes into contact with the house. This will minimise any incidence of termite or insect damage.

Gated Security

RV HOMEBASE is a gated residential village. The outside perimeter of the village is fenced, while a gate with security access restricts entry to approved visitors only.

CC TV will provide additional surveillance through the village and the front gate can be viewed on channel one of your TV. Your neighbours will also provide an additional deterrent to unwanted visitors.

All homes are fitted with security screens and doors as standard unless requested otherwise.

Regardless, security of your home is your responsibility and normal precautions should be taken, including locking doors and windows, and setting an alarm, if fitted.

If you are away from the village for an extended period, we suggest you ask your neighbour/s to simply keep an eye on your property in your absence.

We also suggest you leave a master key with the Village Manager. This key will be kept in a locked cabinet, and only used in event of an emergency.

Do not mark your name and address on your keys as it may compromise security if they are lost or stolen.

Security codes will be changed approximately every 3 months. Codes must be given to visitors for after hour's entry.

Insurance

It is a condition of occupancy in the village that your home is appropriately insured.

As a minimum, we require your home be adequately insured for building and for \$10million minimum in public liability insurance. Please remember replacement costs inevitably increase over time, so please adjust the insured amount annually.

Mail Redirection

It is expected that most residents will be away for lengthy periods from time to time. A mail forwarding service operates while you are away. The Village Manager can arrange to redirect your mail if you provide a quantity of pre-addressed Express Post satchels.

As we cannot be responsible for Australia Post activities, all mail forwarding is undertaken at your risk.

Maintenance of your home

Your home is your asset, and to obtain the most from it, it needs be maintained.

Home maintenance is your responsibility, and it is in the interests of all homeowners that the aesthetic appeal of the village is maintained to the highest possible standards.



We recommend a periodic maintenance / renewal program to ensure your home retains its aesthetic appeal and everything functions properly.

Specific maintenance schedules for your home are detailed in Section 2.14 of the Site Rental Agreement.

Management reserves the right to request homeowners to rectify any damage, weathering or wear and tear that impacts on the external presentation of your home or the visual amenity of the village. Homeowners will then have 90 days to complete these works with a supplier of their choice, after which time Management will engage a contractor to complete the works and pass on any costs to the homeowner.

Newspapers

Newspapers can be delivered to the Administration Office, but cannot be delivered to individual sites. The Village Manager can provide advice on alternative arrangements.

Pest Control

It is the home owners' responsibility to ensure that Pest Control and the annual termite inspection is carried out as and when required.

Pets

For many people, pets are simply another member of the family, and the village recognises the need to properly cater for pets. However, we also need to remain respectful of those who don't own or want pets, and who may be adversely affected by the presence of pets, due to parasites, noise or odour.

If you own a dog RV Homebase requires the home owner/s to install pool style fencing to rear of property to keep your dog contained at all times. The style and location of the fence must be approved by the Village Manager in writing.

The guiding principles are as follows:

Permission to keep pets in the village is granted solely by, and at the discretion of management.

Residents are pre-approved to own a single dog or cat providing the pet complies with the general guidelines listed below. Management may give special consideration for



animals outside this scope based on specific circumstances and strict behavioural conditions.

Unruly, disruptive or antisocial behaviour by your pet will result in you being asked to remove your pet from the village.

The pet owner agrees to abide by this agreement and will keep the pet(s) described in this agreement in accordance with the pet guidelines.

Only common household pets are allowed on this property. Each type of pet must be approved by management and a limit on the number of pets allowed for this property can be imposed at management's discretion.

Pets are not permitted on the premises unless the pet:

- is kept clean, quiet and controlled at all times;
- is kept free of parasites and other diseases;
- is domesticated (barking dogs are not acceptable);
- does not disturb neighbours or tenants or other pets;
- does not stray unsupervised outside the home owner's site;
- is under control, on a lead at all times and does not disturb other lot owners or tenants when on or passing through common property;
- is toilet trained;
- is restrained on a leash (no longer than 2 metres) at all times when outside of the home; (Note that a dog-off-leash area is proposed for the future development).

Pet owners are responsible for keeping all areas where pets are housed clean, safe and free of parasites.

Owners MUST immediately pick up and dispose of all pet waste. Failure to do so will incur a \$50 fine for each offence, with all monies donated to the RSPCA.

The pet owner shall be liable for any damage or injury whatsoever caused by the pet(s) and shall reimburse the property owner or village management for any costs incurred as a result of damage or injury caused or claim.

Pets (excepting Guide Dogs) are not allowed to enter any of the Village facilities including any external areas such as the Community Centre.

Cats must be confined at all times to safeguard native wildlife. All cats must wear a bell on their collar for similar purposes.

Visiting pets are to comply as if they were resident.

Selling your home



At some point, you may decide to sell your home.

You are free to sell your home on the open market, at current market rates, using an agent of your choosing.

Obviously, as we are running sales promotions all over Australia all the time, we are dealing with prospective buyers on a daily basis.

Should we introduce a buyer for your property, we simply charge a fee which is the equivalent of a standard REIQ commission for the introduction. This is currently 5% of the first \$18,000, plus 2.5% of the balance of the purchase price, plus GST. This is paid on settlement.

If you decide to advertise your home outside of our database, some out of pocket expenses may be incurred. We would discuss these with you as part of your sale planning process.

Site Rental

All residents pay a weekly Site Rental, with terms detailed in your Site Rental Agreement.

Your rental covers: ground rent, land rates, water rates (for up to 15kl per month), road maintenance and streetscape upkeep, entry security and CCTV surveillance, maintenance of all communal areas, village electricity to common areas, provision of all Village facilities and uncharged services, Village management and administration.

You will be responsible for insurance, electricity and excess water usage above 15kl per month.

Rent is reviewed annually and adjusted annually for CPI each January, using the CPI number for the preceding September quarter.

A formal, independent Market Review is also undertaken every three years.

The preferred payment method for Site Rental is by Direct Debit from your nominated bank account. There are no additional costs for using this service, and the benefits are significant.

The Village Manager will be able to help you with any queries related to Site Rental.

IMPORTANT: If you are travelling for a period, please make sure your bank is aware of your circumstances and that there are sufficient funds available.

Smoking in the village

Smoking is permitted in your own home, and in open spaces away from communal facilities.

Smoking is not permitted in any communal areas.

Butts must only be discarded in appropriate receptacles. Any littering will incur a \$100 penalty, to be donated to a registered based charity as nominated by the Village Manager.

Special Interest Groups

As a community of like-minded people, it is expected that a number of special interest and social groups will form within the village.

Special interest groups are developed and managed by residents and group members are entirely responsible for their administration.

Management is keen to actively support the formation of such groups based around resident wishes, and will provide assistance where possible, including promotion in the Village Handbook and through the different village communications.

Please advise the Village Manager of your group's focus and details, and discuss how the village may be able to support your group.

Please note that communal facilities exist for all residents and their guests, and cannot be reserved for any special interest group e.g. a swimming club has no exclusive rights to use the pool.

In keeping with our RV theme, a regular Happy Hour is scheduled in the Happy Hour Hut, and ALL are welcome. Please BYO alcohol, drinks and food.

Home owners are always welcome to approach RV Homebase Management on an individual basis.

Spills and Damage

Accidents happen, and from time to time, damage or breakages may occur. Please report damage to the Village Manager, so that it may be promptly repaired.

All communal facilities are insured. However, any costs for repairing any accidental or wilful damage not covered by insurance will be passed on to the home owner responsible for the damage (including any damage caused by your visitors).

Please ensure that your visitors treat the communal facilities appropriately and act responsibly. When you have visitors on site, you are also responsible for their behaviour and actions.

Please remember that communal facilities and equipment is provided for the benefit of all residents. Removal of any equipment is a serious breach of rules and will be considered theft. Please note that the Village's standard policy is to report any such incidents to Police.

Spills also happen and wet floors are slippery. If you accidentally spill any fluids, please mop or wipe it up to prevent injury to others. (Floor safety signs are available for use).

If you have wet feet from the pool or wet grass, please dry them thoroughly before walking on any hard surfaces.

Telephone and Internet

Access to the telephone network is via the village phone system. A monthly access charge will apply and outgoing calls will be charged at an advised rate.

It is not possible for individual homes to be connected with external telephone providers.

A broadband internet service is also provided at an advised monthly rate.

Trade Contractors

The Village Manager has a list of recommended contractors, painters, electricians and plumbers and can provide assistance to find a suitable contractor.

The Village manager is to be advised of any external contractors expected on site, their scope of work and times of access.

Traffic and Vehicles

A 15km / hr speed limit applies to all vehicles within the village.

Roads in the village are shared zones between traffic and pedestrians. At all times, pedestrians have right of way.

All vehicles driven within the village must be roadworthy, and road registered for driving on Queensland roads.



Visitors and Guests

RV HOMEBASE has been developed primarily as a residential village, and management's focus is to create an air of familiarity, where residents personally get to know each other and enjoy the stability of a residential community.

All residents are entitled to have visitors and guests. Specific rules have been agreed upon, which focus on preserving the residential amenity the village offers. These include:

- RV HOMEBASE is a purpose built RV lifestyle village.
- The Site Rental Agreement stipulates the numbers of occupiers permitted in your home.

- Visitors and guests are welcome, and can use village facilities when visiting a nominated resident.
- Guests are welcome for up to 90 days in any 12 month period. Guests staying longer than this timeframe must be listed as a tenant in a home in the village, and the Village Manager must be advised of the tenancy.
- All guests staying more than 7 days MUST be registered with the Village Manager.
- Children under the age of 18 are welcome to visit, and can stay for up to 90 days in any 12 month period. Children under 18 must be supervised by an adult at ALL times in ALL areas of the village.
- Children can ride bikes and scooters ONLY in the village, when accompanied by an adult. Normal road courtesy applies and children MUST wear safety helmets at all times while on bikes and scooters to ensure their safety and wellbeing.
- No skateboards in the village.
- While RV Homebase roads are designed to be pedestrian friendly please be aware that we are under construction for a period of time with trade vehicles and trucks constantly on site.
- Standard facility rules apply for all guests – Please refer to Village Handbook (Reference Copies in library).
- Specific rules apply for visitors with their own RV. Refer to Traffic and Vehicles section for details.

Visitor RV Parking

Some residents will have guests with their own RV. There is very limited availability of parking facilities for visitor RV's.

All visitor RV's must be parked in a designated parking space. No visitor RV's may be parked on the verge in front of a residents home. The purpose of restricting parking is to maintain sight lines, aesthetics and safety.

Should these issues be compromised then RV HOMEBASE reserves the right to request moving the craft/vehicle to outside the Village.

No guest RV is permitted to stay inside the village for more than 48 hours without approval of the Village Manager, which will only be granted if parking space permits.



All visitor RV's staying within the village must be registered with the Administration Office. Proof of comprehensive insurance cover is required for all RV's and visitor vehicles.

Waste Management

You will be provided with two garbage bins:

- General garbage
- Recycling Bin – for plastics, metals, paper and cardboard

The recycling bin will be collected fortnightly and general garbage collected weekly.

Leave your bins next to the road in front of your home for collection.

Bins must be promptly put away after collection.

Notes

Use these pages to keep important personal information about your home / the village...
contact details for local suppliers... maintenance notes... purchase / warranty details...
whatever.

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Take happy hour home with you ...

50 indah Road East
Tinana Queensland 4650

Ph: 1300 391 711