

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 20/7/2026 *[insert date]*. Some of the information included may not apply to existing site agreements.

Park owner signature *Nicole Jenty* Date 20/7/2026

Residential park details

Park name Ingenia Lifestyle Ko`
 Phone 07 3326 5800
 Park address 46L Draper Road
 Suburb Gordonvale State Qld Postcode 4865
 Website www.ingenialifestyle.com.au Number of current manufactured home sites 0
 Park contains: ☒ only manufactured homes ☐ multiple dwelling types (see section 15)
 Total number of sites (including other dwelling types) currently in park 0

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 2027

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 under section 70B.

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

\$250 - \$270 per week

This applies to site agreements entered from ...01/07/2026...

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

The greater of the annual percentage increase in CPI and 3.5%

General increase day 1 January 2028

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: \$ varies per service

Details of costs / fees and when payable:

Electricity, water, State Emergency Management Levy is payable by each dwelling and is not included in site rent

Part 2 – Utilities and services

4 Electricity

Service Charge/s (individually measured and/or metered)

☐ Included in site rent ☒ Not included in Site Rent

☐ Other (specify)

Usage Charge/s (individually measured and/or metered)

☐ Included in site rent ☒ Not included in Site Rent

☐ Other (specify)

Does the park contain an embedded network for the supply of any electricity in the residential park?

☒ Yes ☐ No

For more information about embedded networks see:

<https://www.aer.gov.au/consumers/understanding-energy/embedded-networks-customers>

Can solar panels be installed on manufactured homes?

☒ Yes ☐ No

Are there any known conditions/restrictions on the installation or use of solar panels in the residential park?

☒ Yes ☐ No

If yes, specify

All homes must follow a process to install solar panels. Solar installation will be offered at stages throughout the life of the project and will be wholly at the cost of the resident. Conditions apply; see Community Manager for more details:

5 Water

Service Charge/s (individually measured and/or metered)

☐ Included in site rent ☒ Not included in Site Rent

☐ Other (specify)

Usage Charge/s (individually measured and/or metered)

☐ Included in site rent ☒ Not included in Site Rent

☐ Other (specify)

.....

6 Sewage	Service Charge/s ☐ Included in site rent ☒ Not included in Site Rent ☐ Other (specify) Usage Charge/s ☐ Included in site rent ☒ Not included in Site Rent ☐ Other (specify)
7 Gas	Service Charge/s (individually measured and/or metered) ☐ Included in site rent ☒ Not included in Site Rent ☐ Other (specify) Usage Charge/s (individually measured and/or metered) ☐ Included in site rent ☒ Not included in Site Rent ☐ Other (specify)
8 Telephone	☐ Included in site rent ☒ Available but not included in site rent ☐ Not available ☐ Other (specify)
9 Internet	☐ Included in site rent ☒ Available but not included in site rent ☐ Not available ☐ Other (specify)
10 Other utilities and services	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 Mowing of front lawn only if provided, included in site rent

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: Manager is available Monday - Friday during business hours..... Office hours displayed at the Community Managers office..... 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 Area Manager - Phone 0407 760 749..... Do any other staff work in the residential park? ☒ Yes ☐ No If yes, provide details (e.g. First Aid Officer, Security, Grounds person etc). Community Manager.....
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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)

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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)

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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)

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

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Frequency:

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

☐ Swimming pool

☐ Indoor ☐ Outdoor ☐ Heated ☐ Not heated

Size:

Details.....

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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)

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

☐ Changing rooms and showers at sports facilities

Details.....

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☐ 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:

Parking in garage only, no driveway parking

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 TBC

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

Spaces available, wait list to be allocated a space once available in later stages of the project

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

Currently \$30 per week, price subject to increase annually

14 Security and safety Note: Park Owners are required to maintain and implement an emergency plan for the residential park. Additional features listed at park owners discretion. This list may not be exhaustive. Please enquire with park owner for more details.	Does the residential park have any of the following security and safety features? ☒ Security cameras ☒ Key fob/pin code operated Security gates ☐ Emergency phones ☒ Defibrillator(s) Provide details of any other notable security or safety features of the park?
15 Accessibility features Please provide details of features in the park to assist home owners with mobility or other issues. 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.	Does the residential park have any of the following accessibility features in the common areas of the residential park? ☒ Ramps ☐ Lifts ☒ Wheelchair-accessible toilets ☒ Extra-wide doors ☐ Wheelchair-accessibility to Letterboxes ☐ Wheelchair-accessibility to Residential Park Office What parts of the park have these features?

Part 4 – Miscellaneous

16 Other dwellings

Does the park contain dwellings other than manufactured homes (i.e., is a mixed-use park)?

☐ Yes ☒ No

If yes, provide details, for example caravans, holiday rental cabins, residential premises (including manufactured homes) under residential tenancy agreements)

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17 Development

Indications of future plans may be subject to change. For more information contact the park owner.

Has development of the park been completed?

☐ Yes ☒ No

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?

First home settlements expected January 2027.....
 Total homes on completion be 372. Anticipated completion 2034.

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If no, provide details of any services, amenities or facilities that will become available when development is complete, including when these will be available

Eastern Clubhouse - including a multi purpose space, quiet games area, community managers office and memorial garden - approx Feb 2027
 Main/Central Clubhouse - including main hall, lounge, bbq, pool, bar, temporary pool tables - approx May 2027
 Sporting Pavilion including bar, pool table & outdoor sporting offering, gym - approx 2030
 Future Facilities to be delivered in future stages as per staging plan include community garden, workshop, RV storage

18 Home owners committee

Does the park have a home owners' committee?

☐ Yes ☒ No

19 Letting the home

Do site agreements in the residential park permit home owners to let their home to another person?

☐ Yes ☒ No

If yes, detail any restriction on letting:

.....

[illegible]

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

INA Operations Pty Ltd ATF INA Operations Trust No 10

Australian Company Number (ACN) 159 195 632

Australian Business Number (ABN) 94 195 587 766

Business address

Level 10, 20 Bond Street

Suburb Sydney State NSW Post code 2000

Phone number 07 3326 5800

Email address reception@ingeniacommunities.com.au

25 Park contact

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

Contact name Area Manager

Park phone 07 3326 5800

Park email reception@ingeniacommunities.com.au

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@cxton.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



Ko Gordonvale

COMMUNITY RULES

Manufactured Homes (Residential Parks) Act 2003

The following Community Rules (**Rules**) have been established for Ingenia Lifestyle Ko Gordonvale (the **Community**) to help facilitate a safe, welcoming, and enjoyable environment for all Residents, their guests, and visitors.

These Rules are provided in accordance with The *Manufactured Homes (Residential Parks) Act 2003* (QLD) and relevant Site Agreement. The Community Operator may amend the Rules from time to time and will give Residents notice in advance of any changes.

Residents are kindly asked to ensure that their visitors, guests, and any contractors they engage are aware of, abide by and respect the Community Rules. Visitors are welcome as invited guests, and we appreciate everyone's support in helping maintain a safe and enjoyable environment for all. Management does reserve the right to ask a guest or visitor to leave the Community if they do not follow reasonable requests or if there is a breach of the Community Rules.

Community Culture and Guiding Principles

In honouring our commitment to our **HOME** principles, we have evolved our Community rules over time to align to our product offering as well as Resident expectations. This lays the foundation of how Residents interact with each other, guests, visitors and staff, as well as provide peace of mind that every Resident in the Community has agreed to the Rules before they move in, therefore providing clarity and clear guidelines for everyone.

H

Health & Wellbeing

is important to you, which is why it's central to our community programs.

O

Opportunity for discovery

fosters a sense of purpose, and this drives our support of hobbies and activities.

M

Meaningful connections

are the glue to a fulfilling life, and a community filled with pride and belonging.

E

Easy living

means knowing a safe environment let's you focus on what matters most.

Our Community thrives on a diverse and multi-cultural community spirit consisting of Residents with unique character traits and personalities, differing backgrounds, cultural history and viewpoints which are to be mutually respected and conducted in a manner that is courteous, respectful and understanding of each other and of our staff.

Our core values for creating a dynamic and thriving community include:

- Treat all residents and community staff with respect, courtesy and dignity;
- Give consideration to all others needs and points of view;
- Respect all others privacy and confidentiality;
- Take responsibility for your behaviour and how it impacts on the wider community;
- Conduct yourself in a safe and respectful manner at all times; and
- Ensure that you minimise risk to people and the environment within the community

Ingenia Communities is committed to providing high-quality service to our residents and fostering positive, respectful relationships across our communities. We have a grievance handling process that ensures all complaints are handled as efficiently and effectively as possible. Please refer to the Ingenia Lifestyle App, under the documents hub, to obtain a copy of the Resident Grievance Policy.

1. COMMON AREAS

- a) All signs displayed in common areas, such as those about hours of use, form part of these rules and must be adhered to.
- b) You must not obstruct or permit the obstruction of walkways, entrances, security features, driveways, lighting or other parts of the common areas.
- c) When using the common areas, all individuals must be appropriately clothed to ensure comfort and respect for others. Footwear is required at all times inside the Clubhouse.
- d) Smoking and or vaping is not permitted within any public building or facility in the community, or any other area where residents, their visitors or guests may gather. This applies to, but is not limited to meeting rooms, communal halls, reception areas, pool enclosure, BBQ areas, picnic/eating areas, dog parks and other shared locations.
- e) Any language that could reasonably cause offence or embarrassment to another person is not acceptable.
- f) Residents using any Common Areas or facilities within the Community should ensure that these areas are left clean and tidy after use.

2. CAR PARKING AND VEHICLES

- a) Resident's vehicles must be parked in their garage. A maximum of 2 vehicles are permitted per site, providing they can be accommodated in the garage of the home. Vehicles are not to be parked on driveways or in visitor parking bays, unless stipulated in your site agreement.

- b) Motor homes, caravans and camper trailers must be parked in RV Parking Area only. A separate licence agreement must be entered into with the Park Owner prior to utilising this space, note, a weekly fee is payable.
- c) Vehicles must not be parked on any road within the community or the grassed area beside the internal roads, vacant sites or other resident's sites without permission.
- d) No unregistered vehicles, motorbikes, golf buggies or trailers can be driven into or on the community roads.
- e) Mobility scooters must adhere to the community speed limit, follow all road rules and not be parked in front of any access doorways, or on other residents' property without their permission or on the road.
- f) Mobility scooters are not permitted inside clubhouse areas. These devices must be parked in designated scooter parking areas.
- g) No mechanical repairs or servicing is to be performed on any vehicle in the community.
- h) All visitors, guests and contractor's vehicles should park on the respective resident's sites if there is sufficient room to do so. Otherwise, they must park in the designated visitor parking area unless access to the house is required for short periods of time, only for the purpose of installation, repairs, delivery etc .
- i) The sign posted speed limit is to be adhered to at all times. Pedestrians have right of way throughout the Community.
- j) To avoid damage to Community roadways, heavy vehicles are generally not permitted in the Community. However, the Park Owner may give permission for heavy vehicles engaged in the delivery of goods or services for a resident or the Community or the Park Owner including tradespersons vehicles. All contractors must report to reception before entering the site.
- k) If Residents wish to wash a vehicle they must use the designated car wash bay. Residents must not damage or cause undue inconvenience to any other person or property. They must abide by the water restrictions imposed by law which may be displayed on the notice board.
- l) All cars parked onsite are parked at your own risk and the Park Owner accepts no responsibility for loss, damage or theft.
- m) Residents motor homes, caravans and camper trailers are permitted to be parked on the roadway immediately outside the owner's home for a period not greater than 24 hours for the purposes of loading the vehicle prior to departure or on your return with the following conditions:
 - Any power cord connected to the vehicle must be run in such a manner that it does not pose a safety hazard to other residents or guests.
 - Safety signal devices such as reflective triangles must be placed in front of, as well as behind, the entire length of the combination vehicle to indicate that there is a possible hazard present.
 - Power at RV Parking Area if supplied, is to be utilised for no more than 24 hours, use is for the purpose of loading and unloading the vehicle. No power cords are to be connected apart from pre travel.
 - It must not obstruct neighbouring access

3. FIRE SAFETY

- a) You should exercise due care when dealing with fire, both inside and outside of the home, including, but not limited to, when using a barbeque and other outdoor cooking facilities.
- b) At all times, you and your guests must comply with fire bans and restrictions imposed by emergency services and local councils.
- c) Flammable materials, such as chemicals, liquids or gases, in excess of normal household quantities must not be stored on your site or in your home.
- d) Ingenia do not allow open flame fires on resident sites due to the close proximity of neighbours.
- e) Lithium-ion batteries must be stored according to safety guidelines included with the battery upon purchase. Improper use, storage and charging of batteries represent a fire and/or explosion hazard. We request that Residents only charge Lithium-ion batteries when they are at Home.

4. VISITORS AND GUESTS

- a) To assist with the security of the Community, if you have guests staying for more than a short term (ie a 5 days) you agree to let us know their names and their intended length of stay prior to their arrival. Residents should refer to their site agreement in reference to visitors & guests
- b) When using any of the communal facilities, all visitors and guests must be accompanied by a resident of the Community.
- c) Residents must ensure children are supervised at all times when using the swimming pool or other common areas. Residents should be mindful that children interact with other Residents, guests, visitors and staff in a way that aligns to the Community core values.
- d) Residents are required to obtain written permission from the Park Owner should they wish to have someone stay in the home when they are absent, for the purposes of house/pet sitting. Any approval is subject to the conditions set out in the Pet Sitting Policy.
- e) Where the Park Owner approves an additional occupant that results in the maximum number of permitted occupants under the site agreement being exceeded, the Resident must pay an additional occupant fee.

Please go to the Documents section of the Ingenia Lifestyle App to complete an application form for a house/pet sitter and return this to your Community Manager. Please note – permission must be granted by the Community Manager prior to a house/pet sitter being engaged or occupying your home.

5. NOISE

- a) For the general quiet enjoyment of all residents of the community, noise at any time must not constitute a nuisance to other residents. Noise must be kept to a minimum after 10pm.
- b) Intrusive, prolonged noise, that disturbs the peace and quiet of other residents, will not be tolerated at any time.
- c) Garages are not to be used as a workspace, power tool works can be completed in the Community Shed.
- d) Social functions exceeding ten guests must be brought to the community manager's attention for approval prior to the function going ahead.
- e) See Community Rule #14 regarding pet noise.

6. RUBBISH/GARBAGE

- a) Household rubbish is to be placed in your individual bins provided at your home.
- b) Recyclable materials including bottles, cans, paper etc should be placed in appropriate recycle bins located at your home.
- c) For environmental reasons, and to reduce the resident's cost of maintenance, hygiene products, cooking fat, tea leaves or any flammable liquids etc. must not be flushed down the toilet or poured down the sink, and should be disposed of together with other domestic garbage on the designated day.
- d) Green waste that does not fit in your rubbish bins can be disposed of at the designated green waste bins in the community.
- e) Residents are responsible for arranging the disposal of large waste items such as building materials, green waste that does not fit in designated green waste bins, old furniture, white goods, fans, vacuum cleaners etc., at their own cost. They are not to be placed on the kerb or in the rubbish bins around the community.

7. FOR SALE SIGNS

To maintain a consistent and well-presented community environment, any 'For Sale' signage displayed on homes must comply with the following requirements;

- a) Residents must obtain written approval from the operator and submit a notice of intention to sell form prior to listing your home
- b) Only one sign is permitted per home
- c) Maximum sign size: 12 point 600mm x 400mm
- d) Signs must be placed inside a front-facing window (signage is not permitted outside the home)
- e) Signs must be neat, professional, and in good condition
- f) No illuminated, flashing, or electronic signs
- g) Signs must be removed within 7 days of the home being sold or the listing ending
- h) Signs must include disclaimer - Any prospective purchaser must contact the operator before paying any monies for the purchase of this home. It is essential that you get a Disclosure Statement and have the operator's approval to live in the community."
- i) The operator may require removal or modification of any sign that breaches these rules or poses a safety risk

8. OPEN HOME INSPECTIONS

If a Resident wishes to appoint an external sales agent for the sale of their home and for that agent to conduct an 'open-home' inspection at the Community, the following will apply:

- a) The Resident must advise the Community Manager of the date/s and time/s for any inspection at least 7 days in advance;
- b) 'Open home' inspections are only permitted between 10 am to 4 pm, Monday to Friday;
- c) There is to be a maximum of 1 home open inspection per week;
- d) All attendees to the inspection must adhere to the Community Rules.
- e) A record must be kept of all attendees to the open home
- f) Attendees may inspect the Home being sold only – any access to Common Areas must be escorted by you or your agent;
- g) The Resident's sales agent must be a registered real estate agent and hold appropriate insurance cover (eg public liability insurance);
- h) The Resident must provide the Community Manager with details of the sales agent and evidence of insurance before the first inspection.

9. SIGNS AND ADVERTISING

- a) Residents, guests and visitors are not permitted to paint, affix or display signs, advertisements, notices or posters onto any part of the communal facilities.
- b) Residents, guest and visitors are required to notify the Park Owner prior to any distribution of flyers, brochures, pamphlets or notices within the Community.

10. EMERGENCY EVACUATION PROCEDURES

- a) Residents must ensure that they comply with the emergency evacuation procedures in place in the Community.
- b) The Emergency & Evacuation Procedures can be found in the Ingenia Lifestyle App under the document's hub, and on the notice board in the clubhouse.

11. CLUBHOUSE and COMMUNITY FACILITIES

- a) The common areas are available for use by all Residents of the Community, their visitors and guests. Please note, these are shared facilities and should not be used as personal facilities and must be left clean and tidy as a courtesy to others.
- b) Washing of animals or clothes in hand basins or showers is prohibited.
- c) All visitors & children must be accompanied by a resident whilst using the facilities.
- d) All Residents and the Visitors must always adhere to the requirements and conditions in place under any food or liquor licencing in place.
- e) All common areas must be used only for their intended purpose. The Park Owner may recover rectification or repair costs arising from the deliberate misuse of any facility.
- f) All items provided within common areas must be returned after use and must not be removed from the facility.

- g) All Residents and their Visitors must adhere to any minimum attire standards set by the Park Manager when using common areas.
- h) Facilities available in the community are listed on the Ingenia Lifestyle App. Some facilities can be booked exclusively or for private events for resident use, please refer to the Bookings section of the App for more information.

12. BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES, GAMES ETC

- a) Residents are welcome to ride bicycles and scooters (including e-bikes & scooters) within the Community. For everyone's safety, riders must do so in a manner that does not endanger themselves, others, or any property. All riders are also required to follow the relevant state road safety rules, such as wearing an approved helmet.
- b) Ball games, roller skating, skateboard riding or similar activities will not be permitted in the vicinity of the clubhouse precinct, on the paths or roadways, or in the RV/Caravan parking areas.
- c) Bicycles and scooters may only be ridden on designated roads only.
- d) Bicycle and scooter riders must not exceed the community speed limit that applies to motor vehicles.
- e) Bicycles and scooters may only be ridden after sunset, provided they are fitted with appropriate reflectors and lights.
- f) When not in use, bicycles and scooters must be stored neatly and must not be left to obstruct the roadways or pathways of the Community, this helps prevent obstruction of roadways or pathways and reduces potential trip hazards.
- g) For the safety, privacy and quiet enjoyment of all members of the Park, Residents are required to seek and obtain written permission from the Park Operator prior to flying a remotely piloted aircraft of any type (including a drone) within or over the Park. This is particularly important where the remotely piloted aircraft (drone) is used to video record the Park or Residents, for example a sales agent.

13. MOBILITY DEVICES

- a) A motorised mobility device (electric wheelchairs, mobility scooters and mobility buggies) is considered to be a pedestrian according to road laws. Therefore, it is a requirement that all residents comply with road safety rules that apply to pedestrians.
- b) If riding on a footpath, travel at walking speed which is 2-3kmh.
- c) If riding on the road, you must never exceed the signed speed limit and stay as close as possible to the left-hand side of the road.
- d) Residents must ensure at all times that they use mobility scooters in a manner that does not endanger, or is not likely to endanger, themselves, other persons or any property.
- e) Mobility scooters are not permitted inside clubhouse areas. These devices must be parked in designated scooter parking areas.

14. BBQ FACILITIES

- a) The use of the community's barbeques is permitted between 7am and 9pm daily, unless signed otherwise. We ask that persons using these facilities must always be accompanied by a resident.
- b) Users of the BBQ must ensure that the BBQ's gas bottle is turned off when cooking is finished and that they leave the area in a clean and tidy condition for the next person to use, this includes cleaning the BBQ plates and surrounding areas.
- c) No open fires are permitted.

15. POOLS / SPA

- a) All Pool users must not do anything that would endanger any other person. The pool user must not run within the pool enclosures; must not bomb dive, splash water or act in any other manner that may cause danger or inconvenience to other users.
- b) The Pool enclosure is required by law to remain secure at all times. Pool users must not wedge open or tamper with the gate in any way so as to prevent the gate closing immediately upon entry or exit.
- c) All visitors & children in the pool enclosure must be supervised at all times by a resident.
- d) In the interest of hygiene and health, no one with a contagious illness or skin infection is to enter the pool enclosures.
- e) All accidents must be reported to the Community Manager immediately.
- f) No glass, food or drink (with the exception of water) in the pool areas at any time.
- g) Residents and their visitors must be mindful of noise levels so as not to disturb surrounding homes.
- h) Additional pool rules are displayed in the pool areas. These must be adhered to at all times for the safety and enjoyment of all pool users and fellow residents and visitors.
- i) Resident's and their visitors/guests must only use the pool facilities in the opening hours displayed, this may include resident only time in designated areas if signed.

16. PETS

- a) Residents may only bring or keep an animal on the premises or common property; or permit an invitee to bring or keep an animal on the site or common property, with prior written consent from the Community Manager and a signed Ingenia Lifestyle Pet Policy.
- b) Residents who have been given written consent must comply with the Pet Policy, which includes ensuring that they do not allow the pet to become a nuisance (e.g. excessive barking). Permission to keep a pet will be withdrawn if the resident does not comply with the Pet Policy.
- c) An off-leash dog park is provided in the community where dogs can run, exercise and socialise. With the exception of this off-leash area, dogs must always be on a lead no longer than 2m. (Note, the timing of the off-leash dog park, this facility is provided in later stages of the community).
- d) Pets are not permitted in the clubhouses, pool areas or any other common facilities.

- e) Homeowners are responsible for cleaning up after their pet and for any damage it causes.
- f) Residents to adhere to Pet Policy and Off Leash Dog Park Rules.
- g) All pets must be registered with the Cairns Regional Council, please provide a copy of this registration at the time of your pet application.

The Ingenia Lifestyle Pet Policy and Application Form can be found on the Ingenia Lifestyle App in the Hub, under Documents.

17. MAINTENANCE AND ALTERATIONS TO DWELLINGS

- a) The Resident's dwelling and/or any associated structure and site that it occupies, must have a clean and tidy appearance and must be reasonably maintained at all times.
- b) Residents are required to obtain written permission from the Community Manager before making any alterations or additions to their dwellings, including erecting or placing any type of signage on the home or site. A Request to Modify Form can be found on the Ingenia Lifestyle App in the Hub under Documents.
- c) Tarpaulins can only be used to cover goods for a limited time with written permission by the Community Manager unless in an emergency. Vehicle covers designed for that purpose may be used.
- d) Areas under and around homes are to be kept clear of rubbish at all times.
- e) Furniture outside the front of the home is acceptable as long as it is in a clean and tidy condition on the veranda.
- f) Surplus belongings and white goods must not be stored anywhere they are visible from the street.
- g) Seasonal decorations on homes must be taken down within 1 month.
- h) Solar PV Systems are subject to specific requirements and approvals as part of an embedded network. You must not install, remove or alter any solar system without express written consent from the Park Owner.
- i) Household name plaques are acceptable but must align with the home's aesthetics and streetscape. Any proposed name plaques require prior written approval from the Park Operator prior to installation. Guidelines for size, shape, material and positioning are available from the office

18. LANDSCAPING

- a) Landscaping including plants, trees, flowers and shrubs must not inhibit the community staff direct access to services such as reading electricity and water meters or encroach on neighbouring sites or roadways. All gardens are to retain a neat and tidy appearance.
- b) Gardens may be established on the site provided that if larger plants are desired, permission to plant trees or shrubs that grow over 1.5 metres must be sought in writing from the Community Manager. Permission will not be unreasonably withheld. Garden ornaments that are visible to others are not permitted.
- c) The Resident may use fixed hoses for watering lawns and gardens provided that, at the time of use, there is no general water ban on such use imposed by the relevant water authority. It is expected that water will be used conservatively and never wasted.

- d) For any landscaping projects or the addition of plants to your property, please be mindful of the community's plant regulations. Certain plants may be restricted due to safety, environmental, local approvals or aesthetic considerations. If you're unsure whether a plant is allowed, please seek guidance from the Office for a list of restricted plants before making any decisions.
- e) Vines are not permitted to grow on any boundary or front fences.
- f) An excessive number of pots visible to others is not permitted (max 10 pots without prior approval from Community Manager). If the pots are in view of the street or detract from the visual aesthetic, Management reserve the right to request that the homeowner move them to a private area.
- g) Garden ornaments, weathervanes, windchimes and gnomes are not permitted in the front garden.

19. HOME FRONTAGES

- a) Ingenia are responsible for the mowing of the grass only at the front of your home. It is the homeowner's responsibility to maintain the grass by watering, fertilising and spraying for weeds and lawn grub infestation.
- b) The removal and replacement of plants in the front gardens must be approved firstly by the Community Manager prior to any work being undertaken. The cost of any approved works will be the homeowner's responsibility.
- c) Garden edging provided by Ingenia is not to be replaced. Plants/trees on the front lawn provided by Ingenia are not to be removed without management permission.
- d) Parking on front lawns is not permitted.

Residents Additional Features

To maintain the general uniformity of the Community, and the value of both your home and Ingenia's investment, please see list of below permitted / non-permitted additional features for home frontages.

Not Permitted	Permitted
Metal animals or insects on spikes, or the like	Plants/flowers planted into the soil in the front garden beds (requires pre-approval)
Bird baths, arbours, wind chimes, wall ornaments or plaques	House number replacement (requires pre-approval)
Gnomes, meerkats, windmills, sculpted figures or any plastic multi coloured pots	Ceramic matching pots, like house colour may be permitted on the front porch if safe to do so
Solar lights in garden beds and trees	Permitted during December only
Hanging Baskets	
Plastic flowers of any type	

20. SMOKING / VAPING

- a) Smoking/Vaping is not permitted within any Community spaces, facilities, clubhouses, pool areas, walk/roadways, BBQ, picnic/eating areas, dog parks or any area where Residents, their visitors or guests may gather.
- b) Cigarette butts must be disposed of responsibly. It is an offence to discard these on the ground anywhere within the community grounds. Use the rubbish bin receptacles provided for responsible disposal.
- c) Smoking/Vaping in the homes of owner occupiers is permitted, however we do ask that you respect the proximity of your neighbours and be aware that smoke drifts onto adjoining sites.

21. RECKLESS DAMAGE

- a) No person may damage, deface or vandalise any sites in the community, common areas, plants, structures, property or dwellings located within the community.
- b) The Community Manager reserves the right to report any act of vandalism to the Police.

22. WELFARE OF RESIDENTS, SAFETY, SECURITY & CCTV

- a) Residents and authorised occupants must take reasonable care for their own health and safety within the Community and ensure they can live safely in their Home with safe access to common areas as desired.
- b) Residents acknowledge that the Community offers independent living and is suitable for their needs. Residents are encouraged to have a next of kin or emergency contact and a personal emergency plan in place, as team members are not required to conduct welfare checks. If a Resident has a pet, a backup care plan for emergencies is advised.
- c) Residents are responsible for the security of their own belongings.
- d) For the safety of persons and property in the Community, Residents must comply with any reasonable directions of the Park Owner as an employer and controller of premises in relation to compliance with any applicable work health and safety legislation.
- e) To facilitate smooth operations of the Community, and to isolate specific potential danger areas, the Park Owner may declare access to some areas of the Park as restricted.
- f) The Park Owner, Residents, contractors, and goods/service providers must use the pathways and roadways within the Park to gain access to residential sites and must not walk between dwellings or trespass onto the sites of other Residents, unless prior permission has been given or in instances where service providers need to conduct meter reading.
- g) The Park Owner cautions Residents and other person who engage in any recreational activity in the Community, that this is done at own risk and such activities may result in harm or injury.
- h) Residents acknowledge that the Park Owner may install closed circuit television, or any other surveillance device, in any part of the Common Areas, other than in the shower and toilet areas of any amenities block.
- i) Residents must seek prior written consent from the Park Owner before installing any security cameras within their site. The security cameras must not infringe upon the

privacy of other Residents. If it is determined that the camera is invasive, the Resident agrees to relocate or remove the camera as directed by the Park Owner.

23. BEHAVIOUR

- a) All residents and visitors are to treat one another with respect and courtesy at all times. A positive and harmonious environment is essential for everyone's well-being. Bullying, harassment, or any form of discrimination will not be tolerated under any circumstances.
- b) We are committed to fostering a community where every individual feels safe, valued, and respected. Please be considerate of your neighbours. In the event of a neighbour/resident dispute, your first step should be to approach your neighbour/fellow resident and engage in a respectful conversation to resolve the issue.
- c) If you require additional support to resolve the dispute once you have approached the parties involved to attempt to resolve the dispute, please complete a Grievance Form and submit this to your Community Manager, this form and Policy can be found on the Ingenia Lifestyle App in the Hub under Documents.
- d) Residents are required to always treat staff with courtesy and respect. Bullying and or harassment of staff will not be tolerated.

24. SOCIAL MEDIA

- a) You agree that you will not on any social media or public platforms or otherwise, do anything that negatively impacts on the reputation of the business, including without limitation, adversely commenting on the residential community, its homeowners, staff or tenants or all of them.
- b) We are proud of our Communities and request Residents raise concerns or complaints directly with their Community Manager rather than posting comments online that negatively impacts the Community, it's Residents or staff.

25. MAINTENANCE

- a) Homeowners must submit all maintenance requests for communal areas and facilities via the Ingenia Lifestyle App in the Hub, under Maintenance.

26. GENERAL

- a) Office hours are displayed in the clubhouse (note - these are subject to change).
- b) The after-hours contact number is shared on the Ingenia Lifestyle App, in the Hub section under contacts.
- c) All facility and bus bookings can be made on the Ingenia Lifestyle App in the bookings section.
- d) Mail is placed in the letter boxes provided.
- e) All parcels and deliveries must be addressed to your home, the Park Owner will not accept delivery on your behalf.

- f) All communication from the Park Owner will be via the Ingenia Lifestyle App. This includes emergency notifications and regular community updates. The exception to this is the delivery of rent increase notices.
- g) The Community Operator, all residents, contractors and goods and service providers must use the pathways and roadways within the community to gain access to residential sites and must not walk between dwellings or trespass onto the sites of other residents unless prior permission has been given to the resident or service provider. The exception to this ruling is when the Community Operator or their employees require access to residential premises including direct access to read meters on the site.
- h) All visitors and or guests must be accompanied by a resident at all times within the community, this includes pool usage, BBQ areas, Clubhouses, all community facilities, walking of pets.

27. CHANGES TO THE COMMUNITY RULES

- a) The Park Owner may amend these Rules or make new rules in accordance with the Act, by giving Residents at least twenty-eight (28) days' written notice of any proposed changes.

28. DEFINITIONS

In these rules:

Act means the Manufactured Homes (Residential Parks) Act 2003.

Community means Ingenia Lifestyle Ko Gordonvale

Common areas means any amenities, building, facilities, open space, road or other area provided for common use in the community. (see Schedule dictionary of the Act **common area**).

Community Owner/Operator means the operator of the Community from time to time being the 'site owner' under the Act.

Home means the dwelling situated on the site.

We, our and us means the Community Owner/Operator and includes our employees, agents or representatives.

You and your means any resident in the community.

Resident means the owner of a home within the Community

29. SIGNING PAGE

Signed By Homeowner/Resident
Date: ____ / ____ / ____

Print Name

Signed By Homeowner/Resident
Date: ____ / ____ / ____

Print Name

By signing this form, you agree to have read and accepted the above Community Rules.