Manufactured homes Form 16

Queensland Government

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 30 May 2025 *[insert date]*. Some of the information included may not apply to existing site agreements.

Park owner signature ..... Date 30 May 2025

Residential park details

Park name Palm Lake Resort Hervey Bay

Phone 1800 455 307

Park address 25-67 Pialba-Burrum Heads Road

Suburb Hervey Bay State QLD Postcode 4655

Website https://palmlakeresort.com.au Number of current manufactured home sites 209

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

Total number of sites (including other dwelling types) currently in park 209

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 2006

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 $496.19 applies to site agreements from 1 July 2026 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** 3.5% annually General increase day is 1 July annually **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 <u>not</u> 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: $25.00 Details of costs / fees and when payable: …… fob for front entry gate access $25.00

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 Subject to approval by Energex …… ……
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 front entry gate fob $25.00 …… meal charge for additional persons @ $13.00 (must provide advance notice) …… …… …… …… …… …… …… …… ……

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: 8am - 10am Monday to Friday in the office 10am - 4pm Monday to Friday by telephone **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** 07 4194 5411 **Do any other staff work in the residential park?** ☒ Yes ☐ No If yes, provide details (e.g. First Aid Officer, Security, Grounds person etc). Grounds workers Kitchen workers Cleaners Sales Consultant

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: Workshop (Home Owners only); craft room; billiard tables x 2;

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

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

☒ BBQ area outdoors

Details: 2 BBQ areas

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

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

☒ Bowling green

☐ Indoor ☒ Outdoor

Details: 5 rink undercover

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)

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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)

For pre-authorised shopping outings and inter-resort events; subject to bus policy including a minimum of 5 participants

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

may include additional fee if distance over 200 km

Frequency: weekly or as booked per the bus policy

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

☒ Swimming pool

☒ Indoor ☒ Outdoor ☒ Heated ☒ Not heated

Size: 1 x 90,000; 1 x 175,000 litre

Details: 1 x indoor pool (heated); 1 x outdoor pool (not heated)

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: Clubhouse

☒ 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)

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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: no parking on roadway or visitor car parking areas 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 47 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 10 spaces, must enter into a Parking Licence Agreement ..... 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 Caravan/boat/trailer parking available at additional cost of $33.00 per fortnight .....

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? Vehicle number plate recognition for front entry gate …… …… ……
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) …… …… …… ……
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? …… …… …… …… …… If no, provide details of any services, amenities or facilities that will become available when development is complete, including when these will be available …… …… …… …… ……
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: …… …… …… ……

20 Temporary stays	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)? ☒ Yes ☐ No If yes, detail any limitations or requirements? 2 visitors for maximum of 12 weeks in total over 12 month period. Longer stays must be applied for and approved in writing and an additional fee of $100 per fortnight will apply if approval provided. House sitter policy in place
21 Insurance Please provide details about any insurance taken out over the park land and/or facilities	Are the communal facilities and land in the residential park insured? Yes ☒ No ☐ What is covered by the insurance? ☒ Flood ☒ Storm ☒ Fire ☒ Public liability Note: home owners will generally be responsible for insuring their own property in the park. Are home owners required to insure their manufactured home? Yes ☒ No ☐ If yes, provide details: Park Owners insurance does not cover Home Owners villas. Park Owner recommends Home Owners insure their home and contents.

Part 5 – Park Rules

22 Pets	Are there any restrictions on pets in the park? ☒ Yes ☐ No If yes, provide details: Written consent must be provided, and a maximum of 2 pets allowed. Park Rules apply to pet management.
23 Park rules	Please provide a list of the park rules (may be provided as an attachment) Attached

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 Palm Lake Resort Pty Ltd Australian Company Number (ACN) …….. Australian Business Number (ABN) 77 915 457 991 Business address …… P O Box 10479 Suburb Southport BC State QLD Post code 4215 Phone number 0755521300 Email address resortadminteam@palmlake.com.au
25 Park contact Please provide contact details for the residential park for information and enquiries if different from above.	Contact name Caretakers Park phone 1800 455 307 Park email herveybay@palmlake.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: slass@caxton.org.au Website: www.caxton.org.au/sails_slass **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

Hervey Bay Residential Park Rules

Manufactured Homes (Residential Parks) Act 2003

AUGUST 2017

1. ALCOHOL

BYO alcohol is permitted but consumption is limited to the Resort Clubhouse, around the barbecue areas and at functions arranged with the Resort Caretaker's consent.

Areas that are covered by a Liquor Licence must comply with Liquor Licencing obligations as defined by the relevant regulatory authority. Supply is limited to residents or their guests, and must only be sold within the hours permitted and in the designated areas.

No alcohol is permitted in the Resort streets (unless approved by Resort Caretakers), pool areas or in any building other than in designated "alcohol allowed" zones.

2. AMENITIES

Facilities such as Clubhouses, bowling green, recreation areas and swimming pools are key amenities and to be used at own risk. Rules for their use are prominently displayed and should be observed at all times. A home owner must be present if visitors wish to use these facilities. These areas are strictly pet free areas.

Use of billiards tables indoor pool, spa, gym, bowling green and golf simulators (where applicable) is limited to persons over 16 years of age.

Billiard tables must not be monopolized by any group if others are waiting to play. Home Owners have precedence over visitors at all times in the use of all communal facilities. Visitors may not participate in classes (e.g. gym classes, aqua aerobics etc.) organised by Management.

All gym equipment should be used according to the relevant instructions, which are available from the Resort Caretaker.

All facilities will be opened and closed as per current nominated times; these times may be amended as required by management.

3. ANNOYING OR INJURIOUS CONDUCT

Home owners will not do any act or thing or permit any family member, visitor or invitee to do any act or thing which through noise, odours, vibrations or otherwise may be or grow to the annoyance, nuisance, grievance, damage, hazard or disturbance of the home owners or

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of the occupiers of neighbouring sites. Without limiting the generality of the prohibition, home owners are not to play or permit the playing of any musical instrument or system of sound amplification nor sing nor permit singing on the site or in the home (or in or upon any person of the Resort) between the hours of 11.00pm and 7.00am, nor use or permit or be used any radio or television set at any times so as to cause annoyance to other home owners or occupiers within the Resort.

Residents and their guests must conduct themselves in an appropriate manner at all times within the communal facilities and public areas of the resort. Unseemly behaviour or language will result in management having the right to remove the person or persons.

4. APPEARANCE OF HOMES

Home Owners must maintain the gardens, rear and side lawns on their site.

Home Owners must keep all glass doors and windows clean and not display any signs or other notices in or on windows or doors. This excludes festive decorations and flags, within reason as determined by Resort Caretakers.

Home Owners must not hang any items such as washing, towels, bedding, clothing or other articles out the front of their home or other article in such a way as to be visible from the street frontage of their site.

Home Owners must not install any shades, awnings or other external structures, fittings or devices without obtaining the Resort Caretaker's prior consent.

Satellite dishes for pay television may only be installed with the Resort Caretaker's prior consent. Large satellite dishes are not permitted.

Antennas may only be installed with the Resort Caretaker's prior consent. Large antennas are not permitted.

5. BILLIARD TABLES

Visitors wishing to play on the billiard tables must be accompanied by a host home owner at all times. No person under 16 (sixteen) years of age will be permitted to play on the tables. These tables must not be monopolized by any group if others are waiting to play. Home owners have precedence over visitors at all times.

6. BOAT RAMPS

Not Applicable.

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7. COMPLAINT PROCEDURE

As a policy, the Park Owner and Resort Caretaker prefer complaints to be dealt with on a personal basis and as rapidly and efficiently as possible. Complaints are to be in writing and submitted to the on-site Resort Caretaker.

Home Owners Association Committee may also take up complaints with the Park Owner / Manager on behalf of residents.

8. EMERGENCY CALL ALERT

In the case of an emergency, please call 000, notify your Resort Caretaker. If applicable, push the emergency button in your home.

This will enable emergency vehicles to identify your home more easily as the alarm activates the flashing light and siren on your home.

9. FIRE HYDRANTS & FIRE REELS

Please ensure that there is clear access to fire hydrants and hose reels at all times.

Home Owners must maintain clear and easy access around their homes for emergency services in accordance with any State or other Authority.

10. GARBAGE

Home Owners must keep garbage bins in a position that is not visible from the street frontage of their site except when they are put out for collection on the nominated collection day as advised by the Resort Caretaker.

Weight of rubbish bins are as per the external contractors guidelines; or not to exceed 15kg each and no sharp objects are to be placed in rubbish bins without being carefully wrapped.

Home Owners must not burn any garden or other waste in any part of the Resort, including their home.

11. GATE

The gates will be opened and closed as per current nominated times; these times may be amended as required by management. Entry to the Resort when the gates are closed is restricted.

12. GYM

The gym opening hours are as per nominated times.

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Home Owners and visitors are responsible for their own safety when using all gym equipment. Please refer to the Resort Caretaker for instructions.

12.1. MILON GYM

Not Applicable.

13. HOUSE SITTING

Home Owners may engage a house sitter to look after their homes but are reminded that they are not permitted to rent their homes on a temporary basis during their absence.

Home Owners who wish to engage a house sitter must comply with the "House Sitter Policy", a copy of which can be requested from the Resort Caretaker.

14. PETS

Subject to the conditions below, home owners may be granted consent to keep up to one pets (bird, cat or dog) in their home.

- All pets must be properly controlled and looked after.
- Prior written permission must be obtained from the Resort Caretaker before any pet will be allowed to live in the Resort. This consent may be granted or withheld at the absolute discretion of the Resort Caretaker.
- All cats and dogs must be spayed or neutered, micro chipped and registered as per council bylaws.
- Cats are not allowed to roam freely.
- Dogs are not allowed outside the home owner's site unless on a leash. Droppings must be picked up and disposed of by the person in control of the dog.
- No animals are permitted in or in close proximity to communal facilities (all buildings, pools etc.).
- Any nuisance caused by pets which reasonably interferes with the peace, comfort or privacy of other home owners (as reported to the Resort Caretaker) must be rectified immediately or the pet may have to be removed from the Resort.

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15. RESORT ENVIRONMENT

Home Owners must not:

- use their site for any purpose which is illegal or interferes with the "peaceful" enjoyment of other home owners (including but not limited to carrying out trade activities, vehicle repairs or excessive use of power tools);
- park, or allow visitors to park, any motor-vehicle in locations other than those provided for parking (ie. vehicles must not be parked on any roadway), exceptions may be made for:
  - picking up or dropping off passengers;
  - caravan / RV, charging / cleaning (48 hours maximum), provided this does not obstruct other road users;
  - loading or unloading of vehicles;
- display or permit to be displayed any placard, advertisement, signs, letters or designs in or about the site or the home.

Rules regarding "For Sale" signage on homes are set out in individual site agreements.

16. RESORT EVENTS AND FUNCTIONS

No Resort event or function shall be advertised outside the Resort unless the Resort Caretaker has given its prior written approval.

17. RESORT FACILITIES USE POLICY

All events held in the clubhouse or other Resort facilities must be booked in advance through the Resort Caretaker / Manager.

A copy of the Policy and booking form can be requested from the Resort Caretaker / Manager.

18. RULES

The Park Owner may introduce new rules for the management of the Resort and the conduct of persons anywhere in the Resort to ensure a peaceful, comfortable and safe environment at the Resort is maintained for the benefit of all home owners and their visitors.

19. SECURITY

Home Owners must advise the Resort Caretaker immediately if they become aware of any

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trespassing, vandalism or neglect of Resort or homes as well as theft of any Resort or home owners' property.

CCTV may be active within the Resort. You may be recorded on the CCTV and your images will be managed as per our Privacy Policy available at http://www.palmlakeresort.com.au/privacy-and-security-full.

20. SHARED TRAFFIC ZONES

The roadways and car park areas within the Resort are "Shared Zones" and are for the use of pedestrians, wheelchairs, motor vehicles, bicycles, tricycles and motorized buggies. The "Shared Zone" speed limit is 10 Kilometres per hour.

Pedestrians are asked to walk to the sides of the roads and allow the unencumbered passage of vehicles.

Vehicles are required to obey all Resort traffic signs.

All motorized vehicles must be registered with adequate third party insurance, including third party property damage insurance.

21. SMOKING

Smoking is permitted in outdoor areas of the Resort or in a designated outdoor smoking area (if there is a designated outdoor smoking area in the Resort). Smoking is not permitted in close proximity or within any Resort facilities.

Where applicable, please ensure butts are disposed of correctly in the receptacles provided.

22. TREATMENT OF OTHER HOME OWNERS AND STAFF

Home owners and staff of the Resort must be treated with courtesy and respect.

23. TREES AND SHRUBS

Trees and shrubs provided by the Resort must not be removed without the prior consent of the Resort Caretaker.

Home Owners must not plant any trees or shrubs that could cause future damage to the Resort, neighbouring properties or impede access for emergency services. If in doubt, please seek advice of the Resort Caretaker.

Home owners are reminded of the importance of insuring against tree damage.

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24. VISITORS

Visitors are most welcome for overnight or short stays.

Visitors may stay at your home free of charge for a maximum of 12 weeks in any 12 month period. Residents are asked to notify the Resort Caretaker if Visitors are staying for an extended period. The maximum period is the total time in which you have visitors in your home, regardless of how many visitors you may have. A maximum of two visitors (at any one time) may stay for longer periods if approved by the Resort Caretaker and are subject to additional fees as set out in the site agreement.

Home owners are asked to make sure that their visitors are aware of the Park Rules and notices (e.g. in regard to use of amenities) and observe them at all times, in particular, those respecting the legal rights of other home owners to "quiet enjoyment".

Visitors are required to use the designated car-parks, observe the vehicle speed regulations **(10 kilometres per hour for every vehicle)** and generally act so as to preserve the peace, quiet and security of the Resort.

Children must have home owner or bona fide visiting parent supervision at all times when in the Resort. The Park Owner stresses the danger of unsupervised children, especially in the vicinity of the swimming pools. A Home Owner must always be present when children are using facilities e.g. the outdoor pool.

No skates, skateboards, roller blades, scooters, billy carts or similar recreational vehicles are to be used on the Resort roads, car parks or around the Resort facilities. Children using bikes must wear a helmet and be competent. Adults must supervise children at all times and this supervision must be 'line of sight'.

25. WORKSHOP

Residents using the workshop do so at their own risk and must complete an induction as determined by management. Only residents who are key-holders may use the workshop and must follow the safety procedures and guidelines displayed. All equipment faults must be reported to management immediately.

26. INTERNAL LAKES

Residents and guests must not enter or swim in the lakes, use any human-supportable boat, craft or flotation device, or introduce any flora or fauna into the resort lakes.

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SPECIAL NOTIFICATION

Home Owners Committee

Home owners are encouraged to establish a single home owners committee. Committee members hold office for not more than 1 year but may be re-elected. Annual elections must be held to elect committee members. All home owners are eligible for election. Please refer to the full details pertaining to the establishment of a committee in the *Manufactured Homes (Residential Parks) Act 2003*.

PARK OWNER'S RECOMMENDATIONS

The Park Owner makes the following recommendations to all Home Owners in the Resort.

a) Insurance

Home owners are encouraged to take out adequate insurance coverage of their home and public liability.

b) Smoke Detectors

Smoke detectors have been compulsory in all accommodation buildings since 1999 and must comply with current regulations. Home Owners, in the interest of the safety of all fellow home owners, are encouraged to maintain in good working order the smoke detectors installed throughout the home and to install extinguishers and fire blankets (in kitchen areas).

c) Vermin and insects

To ensure that home owners keep homes free of infestation by vermin and insects, home owners are encouraged to arrange for a thorough pest inspection to be carried out by an accredited pest control company at least once each year.

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