



The effect of a change in the regulation module applying to a scheme

Body Corporate and Community Management Act 1997, section 21

This form is effective from 1 July 2025

This explanatory note outlines some of the effects of a change to the regulation module applying to a community titles scheme. In most cases, this note must accompany the voting paper for a general meeting where a motion proposes a change to the existing module identified in the community management statement (CMS). You should carefully consider the differences between the regulation modules before voting on the motion.

NOTE: The **bold text** indicates a departure from the 'standard position' as represented by the *Body Corporate and Community Management (Standard Module) Regulation 2020*.

For more information, visit www.qld.gov.au/bodycorporate or contact the BCCM Office on free call 1800 060 119.

TOPIC: The committee

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
The committee must have a chairperson, secretary and treasurer; and it may also have ordinary members.	The same requirement as the Standard Module.	The same requirement as the Standard Module.	The committee must have a secretary and treasurer—2 people can hold a position each, or 1 person can hold both positions.	A scheme under this module is not required to elect a committee.
<p>These people are eligible to be voting members:</p> <ul style="list-style-type: none"> an individual lot owner, their family member or their power of attorney the nominee of a corporate lot owner. <p>These people are <u>not</u> eligible:</p> <ul style="list-style-type: none"> the body corporate manager, a service contractor or a letting agent an associate of a person in this list. 	The same requirement as the Standard Module.	<p>These people are eligible to be voting members:</p> <ul style="list-style-type: none"> a lot owner a person nominated by a lot owner. <p>These people are <u>not</u> eligible:</p> <ul style="list-style-type: none"> the body corporate manager an associate of the body corporate manager. <p>However, the body corporate manager can be elected as a <i>non-voting</i> secretary and/or <i>non-voting</i> treasurer.</p>	<p>These people are eligible to be the secretary and/or treasurer:</p> <ul style="list-style-type: none"> a lot owner a person nominated by a lot owner. <p>These people are <u>not</u> eligible:</p> <ul style="list-style-type: none"> the body corporate manager a service contractor an associate of a person in this list. 	
If the committee cannot be formed as required, a body corporate manager can be engaged in its place (a 'Chapter 3 part 5 engagement').	The same requirement as the Standard Module.	No equivalent provision.	The same requirement as the Standard Module.	

TOPIC: Financial matters

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
The body corporate must maintain an administrative fund and a sinking fund.	The same requirement as the Standard Module.	The body corporate must maintain an administrative fund and a sinking fund; and may also maintain a promotion fund.	The same requirement as the Standard Module.	The body corporate may fund body corporate expenses in a way agreed between the lot owners. There is no requirement for the body corporate to decide annual budgets, levy contributions, establish administrative and sinking funds or prepare annual statements of accounts.
The body corporate must pass a resolution without dissent to borrow an amount exceeding \$250 per lot in the scheme.	The body corporate must pass a special resolution to borrow an amount exceeding \$250 per lot in the scheme.	The body corporate must pass a special resolution to borrow an amount exceeding \$250 per lot in the scheme.	The body corporate must pass a resolution without dissent to borrow an amount exceeding \$3000 .	
The committee spending limit can be set by ordinary resolution. If no amount is set, the default limit is \$200 per lot in the scheme.	The same requirement as the Standard Module.	There is no limit for committee spending.	The same requirement as the Standard Module.	

TOPIC: Property matters

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
The body corporate may, by special resolution, grant or amend a lease or license for 3 years or less over part, or all, of the common property.	The body corporate may, by special resolution, grant or amend a lease or license for 10 years or less over part—or 3 years or less over all —of the common property.	The body corporate may, by special resolution, grant or amend a lease or license for 10 years or less over part—or 3 years or less over all —of the common property.	The same requirement as the Standard Module.	The body corporate may, by lot owner agreement, grant or amend a lease or license over part, or all, of the common property. There is no restriction on the length of a lease or license.
The body corporate may, by resolution without dissent: <ul style="list-style-type: none"> • grant or amend a lease or license for a longer period • sell or otherwise dispose of part of the common property. 	The same requirement as the Standard Module.	The same requirement as the Standard Module.	The same requirement as the Standard Module.	The body corporate may, by lot owner agreement, sell or otherwise dispose of part of the common property.
The body corporate can pay for improvements to the common property if authorised by: <ul style="list-style-type: none"> • the committee • ordinary resolution, or • special resolution depending on the cost. 	The same requirement as the Standard Module.	The body corporate can pay for improvements to the common property if authorised by ordinary resolution.	The same requirement as the Standard Module.	The body corporate can pay for improvements to the common property if authorised by lot owner agreement.

TOPIC: Body corporate managers, service contractors and letting agents

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
The term of engagement of a body corporate manager must be no longer than 3 years at a time.	The same requirement as the Standard Module.	The same requirement as the Standard Module.	The term of engagement of a body corporate manager must be no longer than 1 year at a time .	The term of engagement of a body corporate manager must be no longer than 1 year at a time .
The unexpired term of a service contractor's engagement must be no longer than 10 years.	The unexpired term of a service contractor's engagement must be no longer than 25 years .	The unexpired term of a service contractor's engagement must be no longer than 25 years .	The term of engagement of a service contractor must be no longer than 1 year at a time .	The term of engagement of a service contractor must be no longer than 1 year at a time .
The unexpired term of a letting agent's authorisation must be no longer than 10 years.	The unexpired term of a letting agent's authorisation must be no longer than 25 years .	The unexpired term of a letting agent's authorisation must be no longer than 25 years .	There cannot be an authorised letting agent for the scheme.	There cannot be an authorised letting agent for the scheme.

TOPIC: Records and documents

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
<p>The body corporate must allow all committee members reasonable access (without payment of a fee) to the body corporate records.</p> <p>Owners who are not committee members are entitled to access records after payment of a fee.</p>	The same requirements as the Standard Module.	The same requirements as the Standard Module.	The same requirements as the Standard Module.	<p>The body corporate must appoint an owner, owner's representative, or body corporate manager to keep the body corporate records.</p> <p>Owners and their representatives must be given reasonable access to records after payment of a fee.</p>
<p>The body corporate must maintain registers of:</p> <ul style="list-style-type: none"> • reserved issues • assets worth more than \$1000 • engagements and authorisations • authorisations affecting common property • exclusive use allocations (not initial authorisations). 	The same requirements as the Standard Module.	The same requirements as the Standard Module.	<p>The body corporate must maintain registers of:</p> <ul style="list-style-type: none"> • reserved issues • assets worth more than \$1000 • exclusive use allocations (not initial authorisations) <p>The body corporate must keep for 6 years, or longer if they are still relevant:</p> <ul style="list-style-type: none"> • documents about major common property repairs or installations • written agreements to which it is a party. 	<p>The body corporate is not required to keep any registers.</p> <p>If the body corporate was previously under a different regulation module, it must keep, but does not have to update, any registers as required under the previous module.</p>

TOPIC: General meetings

Standard Module	Accommodation Module	Commercial Module	Small Schemes Module	Specified Two-lot Schemes Module
Notice must be given to all owners at least 21 days before the meeting.	The same requirement as the Standard Module.	The same requirement as the Standard Module.	Notice must be given to all owners at least 21 days before the meeting unless the body corporate decides otherwise.	A scheme under this module is not required to hold general meetings. Body corporate decisions are made by written agreements (lot owner agreements) between both lot owners. An owner can appoint a representative to act on their behalf. An owner's representative <u>cannot</u> be the body corporate manager or a service contractor engaged for the scheme.
Notice must include a voting paper that states each motion being considered at the meeting.	The same requirement as the Standard Module.	The same requirement as the Standard Module.	Notice must include a voting paper if the agenda includes a group of same-issue motions.	
If there are 20 or more lots, a person can hold proxies for up to 5% of the lots. If there are less than 20 lots, a person can only hold 1 proxy.	The same requirement as the Standard Module.	There is no restriction on the number of proxies a person can hold at a general meeting.	A person can only hold 1 proxy for a general meeting.	
An owner's proxy <u>cannot</u> be the body corporate manager or their associate.	The same requirement as the Standard Module.	No equivalent provision.	The same requirement as the Standard Module.	
A proxy cannot vote on: <ul style="list-style-type: none"> • electing or appointing a committee member • a motion to change the regulation module • a motion about a body corporate manager or service contractor engagement, or a letting agent authorisation. 	The same requirement as the Standard Module.	A proxy cannot vote on a motion about a body corporate manager or service contractor engagement, or a letting agent authorisation.	No equivalent provision.	

Body Corporate and Community Management Act 1997, section 21

Body Corporate and Community Management (Accommodation Module) Regulation 2020, section 80(5)

Body Corporate and Community Management (Commercial Module) Regulation 2020, section 48(5)

Body Corporate and Community Management (Standard Module) Regulation 2020, section 90(5)