



MINUTES OF PBC EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services, Shop 1A, Masthead Way Sanctuary Cove
Date and time of meeting: Monday 27th November 2023
Meeting time: 9:00AM – 10:29AM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Cassia GTP 1702 Owner Cassia GTP 1702 Rep: Mr Peter Cohen (PC)
Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)
Lot: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)

The following members were present by Proxy:

Present by Invitation:

Mr Dale St George, PBC Secretary (DSG)
Ms Jodie Cornish, Manager Body Corporate (Minute Taker)

Apologies:

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Body Corporate – Approval of Previous Minutes (Agenda Item 6.1) CARRIED

Proposed by: Statutory Motion

RESOLVED That the Minutes of the PBC Executive Committee Meeting held on 23rd October 2023 be accepted as a true and correct record of the proceedings of the meeting.

NOTE:

On the condition that Motions 6 and 7 and Agenda Item 8.4 are reviewed by CM and the Minute Taker with reference to the recording of the meeting

Yes	5
No	0
Abstain	1

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen			X
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

2 Body Corporate – Approval of VOC Minutes (Agenda Item 6.2) CARRIED

Proposed by: Statutory Motion

RESOLVED That the VOC Minutes of the PBC Executive Committee Meeting held on 16th November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

3 Body Corporate - Matters in Progress (Agenda Item 6.3)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED That the PBC EC notes the Matters in Progress Report October 2023 as tabled and provides an instruction to the Manager of Body Corporate to remove items (as detailed at the meeting)

NOTE:

DSG

316 – Stage 1 & 2 DCBLs - Stage 1 DCBLs approved on Thursday 23 Nov 23 by DSDILGP, this can now be updated and removed.

399 – Amenities across the resort – On hold

419 – Village Gates – Waiting on approved traffic plan & WH&S before release.

426 – Cypress Point – No action until 2023/2024 budget

427 – Address Gate – Still on track for 2024

428 – Stolen Cars – No further stolen cars to report, weekly security update occurring.

429 – OptiComm – Received proposal, however extremely busy with end of year business and meetings. Will be presented to the EC in early 2024.

Class A Water - Blue Pipes – To be added to MIPs, DSG enquiring into cost and process to paint the pipes another colour and screens to conceal them from being seen.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

4 Body Corporate – Operations Report (Agenda Item 6.4)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED That the PBC EC notes the Operations Report October 2023 as tabled.

NOTE:

- The MN for Harpullia (PK) asked what Resort Body Corporate Services was?
- DSG advised a company wholly owned by SCCSL. It is there to support any other Body Corporates coming on, including Harbour One.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

Proposed by: PBC Chairperson

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 20th November 2023.

Yes	6
No	0
Abstain	0

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 20th November 2023.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 20th November 2023.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 20th November 2023.

APPLICATIONS RECOMMENDED FOR APPROVAL / FOR APPROVAL WITH CONDITIONS

1. 5411-5417 Merion Terrace, Lots 56-53 Colvillia – Exterior Paint
2. 8082 Riverside Drive, Lot 6 Acacia – Minor Alterations
3. 4605 The Parkway, Lot 1 Cassia – Minor Alterations
4. 4619 The Parkway, Lot 8 Cassia – Minor Alterations

APPLICATIONS NOT RECOMMENDED FOR APPROVAL

1. 8083 Riverside Drive, Lot 7 Acacia – Major Alterations
2. 6315 Horizon Court, Lot 112 Araucaria – Minor Alterations

EXECUTIVE ARCHITECT / SNR BODY CORPORATE MANAGER APPROVALS – TO 13 NOVEMBER 2023

1. 5483 - 5489 Bay Hill Terrace, Lots 20 to 17 Colvillia - Compliance Agreement Fee Release – Exterior Paint
2. 4654 The Parkway, Lot 27 Bauhinia - Application for Solar Panels

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

6 Body Corporate – FSC Minutes (Agenda Item 6.6)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED That the PBC EC notes and accepts the FSC Minutes dated 24th November 2023 as tabled.

Yes	4
No	1
Abstain	1

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen			X
Cheryl McBride		X	
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

7 Body Corporate – Landscaping Upgrade (Agenda Item 6.7)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED That the PBC EC agrees to expend \$72,249.80 Inc GST plus a 10% contingency in the amount of \$7,224.90 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P52 – Marine Drive North Buffer Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

Yes	6
No	0
Abstain	0

FURTHER RESOLVED That the PBC EC agrees to expend \$58,712.50 Inc GST plus a 10% contingency in the amount of \$5,871.25 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P52 – Marine Drive North Buffer Garden. Funds to be expensed to Admin – 12421 – Mulch

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

8 Correspondence for Information (Agenda Item 7)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED That the PBC EC notes and accepts the Correspondence for Information October 2023 as tabled.

Yes	6
No	0
Abstain	0

NOTE:**7100 Referee Decision** – PBC agreed to discuss amendment to by-law for parking on Secondary Thoroughfare. Once passed, to look at resubmission to referee.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

9 Date of PBC AGM (Agenda Item 9)**CARRIED**

Proposed by: PBC Chairperson

RESOLVED that the date of the PBC Annual General Meeting will be Monday 11th December 2022 at 11am.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford	X		
Brian Earp	X		
Paul Kernaghan	X		

7. Correspondence for Action:

7.1 – Correspondence for Action:

- **8981 Water Levy Extension** – PBC advised for Manager of Body Corporate to send correspondence requesting more information from the plumber.

8. General Business

8.1 AGM Ballot:

- Generally understood that the ballot would be open in accordance with the EC motion at the October meeting and subject to agreement by the PBC at Thursdays EGM.
- Question raised whether there should be one voting paper for the Chairperson and Ordinary Member to ensure there is no confusion. The Secretary advised this would be more confusing to people, so there will be two separate voting papers.
- The point was raised that the person voting will need to state their name and sign the bottom of the ballot paper in an open ballot.
- Question raised whether a poll vote can be called on the basis that this is acceptable with an open ballot. The Secretary to check and advise as soon as possible after the meeting.
- Question raised whether the ballot envelopes could be signed electronically if someone was away at the time. The Secretary to check and advise as soon as possible after the meeting.
- Question raised whether RBC's that don't have a Members Nominee can vote. The Secretary advised they won't be able to vote and confirmed the following RBC's that don't have an MN are Ardisia and Zieria.

8.2 Security and breaches:

- Question raised whether there has been an increase in security breaches of late.
- The Secretary advised that there hasn't been significant increase and the data from security appears to indicate the same.

9. Next Meeting – Monday 11th December 2023

10. Closure of Meeting

MEETING CLOSED @ 10:29am

Chairperson: 

