



**MINUTES OF PBC EXTRAORDINARY GENERAL MEETING
for Sanctuary Cove Principal Body Corporate GTP 202**

Location of meeting: Meeting Room 1, Body Corporate Services Office
Masthead Way, Sanctuary Cove QLD 4212

Date and time of meeting: Thursday 29th February 2024

Meeting time: 11:00AM – 1:00PM

Chairperson: Chairperson – Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot: Adelia GTP 107360 Owner: Adelia GTP 107360 Rep: Mr Gary Simmons
Lot: Alpinia GTP 107209 Owner: Alpinia GTP 107209 Rep: Mrs Dianne Taylor
Lot: Alyxia GTP 107456 Owner: Alyxia GTP 107456 Rep: Mr Stephen Anderson
Lot: Alphonitonia GTP 107509 Owner: Alphonitonia GTP 107509 Rep: Mr Stephen Anderson
Lot: Justicia GTP 107472 Owner: Justicia GTP 107472 Rep: Mr Stephen Anderson
Lot: Banksia Lakes GTP 107278 Owner: Banksia Lakes GTP 107278 Rep: Mr Andrew Brown
Lot: Bauhinia GTP 1701 Owner: Bauhinia GTP 1701 Rep: Mr Richard Sherman
Lot: Caladenia GTP 107399 Owner: Caladenia GTP 107399 Rep: Mr Tony McGinty
Lot: Cassia GTP 1702 Owner: Cassia GTP 1702 Rep: Mr Peter Cohen
Lot: Corymbia GTP 107406 Owner: Corymbia GTP 107406 Rep: Mrs Shawlene Nefdt
Lot: Darwinia GTP 107488 Owner: Darwinia GTP 107488 Rep: Mrs Jane Burke
Lot: Felicia GTP 107128 Owner: Felicia GTP 107128 Rep: Mr Stuart Shakespeare
Lot: Harpullia GTP 107045 Owner: Harpullia GTP 107045 Rep: Mr Paul Kernaghan
Lot: Livingstonia GTP 1712 Owner: Livingstonia GTP 1712 Rep: Mr Brian Earp
Lot: Molinia GTP 107442 Owner: Molinia GTP 107442 Rep: Ms Cheryl McBride
Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut
Lot: Schotia Island GTP 107106 Owner: Schotia Island GTP 107106 Rep: Mr Wayne Bastion
Lot: Tristania GTP 107217 Owner: Tristania GTP 107217 Rep: Mr Mark Winfield
Lot: Woodsia GTP 107353 Owner: Woodsia GTP 107353 Rep: Mrs Faye Wyr
Lot: Zieria GTP 107434 Owner: Zieria GTP 107434 Rep: Mr Hugh Martin
Lot: 20 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 81 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson

The following members present by Voting Paper and In Person:

Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut

The following members present by Voting Paper:

Lot: Acacia GTP 107053 Owner: Acacia GTP 107053 Rep: Mr Michael Longes
Lot: Araucaria GTP 1790 Owner: Araucaria GTP 1790 Rep: Mrs Caroline Tolmie
Lot: Colvillia GTP 2504 Owner: Colvillia GTP 2504 Rep: Mr Robert Nolan
Lot: Fuschia GTP 107432 Owner: Fuschia GTP 107432 Rep: Mr Nabil Issa
Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Simone Hoyle
Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP 1703 Rep: Mr Anthony Ellingford

The following members were present by Proxy:

Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Simone Hoyle to Cheryl McBride

The following members were present by Proxy however unable to vote:

Present by Invitation:

Ms Jodie Cornish, Manager Body Corporate, SCBCS (Minute Taker)

Mr Peter Hay – Observer (Chairperson Woodsia)

Mr Ralph Carter – Observer (Alpinina)

Apologies:

Mr Michael Longes

Mr Nabil Issa

Mr Tony Ellingford

Mrs Simone Hoyle

Mrs Caroline Tolmie

Mr Mick McDonald

Mr Robert Nolan

The following members were not financial for the meeting: **NIL**

A quorum was present.

The Meeting was recorded.

Motions

1	Body Corporate - Approval of Previous General Meeting Minutes – 30th November 2023 (Agenda Item 5.1)	CARRIED
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Proposed by: Statutory Motion

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 30th November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	22
No	0
Abstain	6

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
Adelia	X			Justicia	X		
Alpinia			X	Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			X
Colvillia	X			Zieria			X
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

2 Approval of Annual General Meeting Minutes – 11th December 2023 **ORDINARY RESOLUTION CARRIED**

Proposed by: Statutory Motion

RESOLVED that the Minutes of the PBC Annual General Meeting held on 11th December 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	22
No	0
Abstain	6

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
Adelia	X			Justicia	X		
Alpinia			X	Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			X
Colvillia	X			Zieria			X
Corymbia			X	MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

3 Fee for Service – Insurance Advisernet (Agenda Item 5.3)

**ORDINARY RESOLUTION
CARRIED**

Proposed by: Statutory Motion

RESOLVED that the PBC accepts the Insurance Policy Fee for Service invoice from Insurance Advisernet for the management of insurance policies for the period 31/01/24 – 31/01/2025 in the amount of \$15,405 ex GST with the amount of \$2,311 ex GST being apportioned to the PTBC and the balance by the PBC.

Yes	28
No	0
Abstain	0

This reflects a 15% increase on last year’s premium. It should be noted that no increase was taken for the past 2 years, and Insurance Mentor are assisting with several claims and therefore a higher than CPI increase has been levied.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

4 Approval of Electronic Voting and Meeting Notices (Agenda Item 5.4)

CARRIED

Proposed by: PBC Chairperson

RESOLVED that in accordance with the Electronic Transactions (Queensland) Act 2001:

- a. The PBC consents to voters receiving notices of general meetings, notices of voting outside of Committee meetings, and voting papers, electronically, providing voters have given prior consent in writing to the Secretary; and
- b. Further that the PBC consent to voters casting their votes for general meetings and voting outside of Committee meetings, including secret ballots, electronically.

Yes	28
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

**5 Body Corporate – Strata Manager Services Agreement
(Agenda Item 5.5)**

Proposed by: PBC Chairperson

RESOLVED that the PBC approve and accept the proposed Strata Manager Services Agreement renewal between StrataMax and SCCSL, which result in favourable changes to the Strata Corporation Price Schedule which reflects either a reduction in pricing or maintaining the current pricing.

Yes	26
No	2
Abstain	0

Managing Agent:

Service	Existing	New	Comments
StrataMax Fee	\$1,000 p/annum	\$1,000 p/annum	No change
Level 1 Support	\$120 p/hour	\$120 p/hour	No Change
Infrastructure Support	\$160 p/hour	\$160 p/hour	No Change
Project Management	\$160 p/hour	\$160 p/hour	No Change
Level 2/3 Support	\$160 p/hour	\$160 p/hour	No Change
Specialised Consultancy	\$200 p/hour	\$200 p/hour	No Change
Ongoing Training	\$160 p/hour or \$1,000 full day	\$160 p/hour or \$1,000 full day	No Change
Full Service	\$160 p/hour	\$160 p/hour	No Change
Software Conversion	\$160 p/hour	\$160 p/hour	No Change

StrataMax:

Service	Existing	New	Comments
StrataMax Licence Fee	Standard Fee: \$15.95 lot p/annum in advance Alternate Fee: \$15.95 lot p/annum in advance	Standard Fee: \$17.80 lot p/annum in advance Alternate Fee: \$14.50 lot p/annum in advance	New agreement price per lot p/annum reduced by 9.1%

Strata Pay:

Service	Existing	New	Comments
Aust Post – p/payment	Standard Fee: \$3.00 Alter Fee: \$1.60		New Agreement has (\$0.65) 41% reduction in transaction fees currently applied to owner payments made through the StrataPay Levy Collection System
BPAY – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
IVR – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Web – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Cheque payment – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Direct Debit – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
EFT – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
C/C & Merch Fee - % of the payment amount	S/F: Visa 1.65% A/F: Visa 1.65%	S/F: Visa 1.65% A/F: Visa 1.65%	No Change
	S/F: M/Card 1.65% A/F: M/Card 1.65%	S/F: M/Card 1.65% A/F: M/Card 1.65%	No Change
	S/F: Amex 2.40% A/F: Amex 2.40%	S/F: Amex 1.65% A/F: Amex 1.65%	0.75% Reduction
	S/F: Diner 2.65% A/F: Diner 2.65%	S/F: Diner 2.65% A/F: Diner 2.65%	No Change
Dishonour or rejected	\$35.00	\$35.00	No Change
StrataPay payables	S/F: \$0.55 A/F: Free	S/F: \$0.55 A/F: Free	No Change

StrataCash:

Service	Existing	New	Comments
Period Payment Fee	\$2.20 per payment	\$2.20 per payment	No Change
Period Payment Est	\$15.00 per est	\$15.00 per est	No Change
Manual Intervention of Bureau Processing	\$10.00 per occasion	\$10.00 per occ	

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia		X	
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia		X		Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

6 Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.6) WITHDRAWN

Proposed by: PBC Chairperson

RESOLVED that the PBC EGM approves and accepts shuttle buses to transit through the residential zone during the 2024 Sanctuary Cove International Boat Show. The shuttle will commence from an event car park located off Sickle Avenue into the cove to cater for Village tenants and hotel staff and potentially other additional stakeholder groups as required.

Yes	
No	
Abstain	

NOTE: Motion withdrawn due to inadequate supportive information. Motion to be tabled on PBC EGM meeting held 28th March 2024 with additional information.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Justicia			
Alpinia				Harpullia			
Alyxia				Livingstonia			
Alphitonia				Molinia			
Araucaria				Plumeria			
Ardisia				Roystonea			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD Lot 20 (S)			
Darwinia				MSCD Lot 81 (S)			
Felicia				MSCD Lot 83 (M)			

Rationale Motion 7

Under the Sanctuary Cove Resort Act 1985 (SCRA) the Principal Body Corporate Executive Committee members (PBC EC) are required to perform their powers, authorities, and functions to fulfil their expected roles. To ensure financial, budgetary, and governing decisions of the PBC are executed, access to reports and records is a necessary component of the EC members' fiduciary duty.

Unlike previous years, when the Secretary's and Treasurer's positions were appointed and held by the Sanctuary Cove Body Corporate Services Manager, the 2024 duly elected persons do not have ready access to current and archived documents.

s36 SCRA deals with the rights of PBC and RBC members or their agents to access certain records, similar to the requests made by a legal practitioner on behalf of a purchasing client. A fee is charged for the provision of copied documents. SCRA is silent on the rights of a PBC EC member to access records with or without payment.

Reg. 232 s204 of the Body Corporate and Community Management Act 1997 (BCCMA) states:

- (i) *The body corporate must allow all members of its committee reasonable access without payment of a fee to the body corporate's records.*

Proposed by: PBC Chairperson

RESOLVED that the PBC grants to the PBC EC members timely access to records of the PBC and its subcommittees without payment of a fee. Any specific record requested by an EC member that is stored electronically may be provided digitally in lieu of a physical copy.

Yes	25
No	3
Abstain	0

NOTE: Discussion regarding rights of PBC to access records without payment. Expanded to consider access for all PBC members.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria		X		Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island		X	
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

Proposed by: Statutory Motion

RESOLVED That the PBC EGM adopts the BC-25 Debt Recovery Policy Version 15 as attached to this Meeting Notice as **ANNEXURE 'A'**.

Yes	28
No	0
Abstain	0

That the Proprietors of PBC Titles Plan 202, **FURTHER RESOLVED** pursuant to the *Building Units and Group Titles Act 1980* for the purpose of collecting levy contributions to authorise the Body Corporate Manager (pursuant to section 50 of the Act) and/or the Committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, water including penalties, interest, legal and other costs;
- b. to retain legal representation of Grace Lawyers Pty Ltd on behalf of the Proprietors - PBC Group Titles Plan 202;
- c. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings on behalf of the Body Corporate against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

PREAMBLE Motion 9

Background

Sanctuary Cove Community Services Limited (SCCSL) is an unlisted public company that was established in 2006 as a holding company for the exclusive provision of body corporate services, facilities management, and security services to the Sanctuary Cove Resort body corporates (established under SCRA 1985).

SCCSL is owned by the Principal Body Corporate (PBC) and the Primary Thoroughfare Body Corporate (PTBC) as equal shareholders.

However, the PBC and Residential Body Corporates (RBCs) directly and indirectly contribute 82% of the total SCCSL management fees and 94% of security costs. These body corporates contribute 47% of the PTBC funds through the PBC's proportional membership on the PTBC.

As stated in the preamble to Motions 2 at the PBC's last EGM, Clause 5.5 of the Shareholders Agreement (SHA) states that the Board of SCCSL may, by agreement of the shareholders, consist of a maximum of up to five directors.

That is, two Directors nominated by the PBC and two nominated by the PTBC. A further Independent Director may also be appointed who is paid by the company to fulfill this role. In recent years there has been one nominee director from each shareholder plus one Independent Director; a total of three directors.

The shareholders may, but are not obligated to, have an independent director. The last Independent Director retired in December 2023.

Any director can be elected as the Chair by the board and the chair has a casting vote in the event of a deadlock.

At its last EGM the PBC passed a motion to nominate EC Member, Paul Kernaghan as an additional director nominated by the PBC. Subject to the required notice period and other formalities, he will join the PBC Chair, Stuart Shakespeare, on the board.

On the day after the last PBC EGM, the PTBC at its EGM passed motions to reappoint its chairperson, Stephen Anderson, as a director of SCCSL and to appoint an additional director to represent the PTBC, Barry Teeling. Both are Mulpha representatives on the PTBC. The PBC's representative on the PTBC, the Chair Stuart Shakespeare, supported both of these motions.

Subject to the formalities there will be four directors on the SCCSL in the near future.

The PBC and the PTBC now need to decide whether they wish to have an independent director.

Concerns with the appointment of an Independent Director

1. Notwithstanding the duty of the SCCSL directors to act in the best interests of the company, it seems unreasonable that an Independent Director, with no financial or social commitment to Sanctuary Cove, can potentially vote against the wishes and interests of the PBC shareholder who represent the residential lot owners.
2. If the board requires the vote of an Independent Director on many matters, it may not be functional or constructive. Board directors work best when they seek to achieve consensus. Regardless, there are dispute resolution provisions in the SHA that alleviate the need for an Independent Director to play referee.
3. If the PBC agrees to have an Independent Director, it foregoes its right to exercise the dispute resolution provisions in the SHA.
4. It is extremely challenging to recruit a quality Independent Director who has knowledge of the Sanctuary Cove Resort Act, understands the challenges of body corporate governance, and comprehends the unique aspects of Sanctuary Cove.
5. During 2023 the Independent Director presided over and voted at board meetings without the presence of one nominee director from the PBC, therefore not conforming with the requirement for a quorum stipulated in the SHA. Since May 2023, there appear to have been five board meetings conducted on this basis.
6. The last Independent Director's term expired in August 2023. Contrary to the provisions of the SHA, he continued to act as a director until his retirement in December.
7. Although it could be argued that an Independent Director can act as a conciliator where a potential impasse between the directors is foreseen, the vote of the Independent Director to resolve an impasse has been necessary only once over many years. The cost to the shareholders over this period amounts to several hundred thousand dollars.
8. The PBC and the PTBC are equal partners in SCCSL. Successful partnerships survive on mutual respect and collaborative working relationships. A partnership that requires the constant presence of an independent person to break ongoing deadlocks reduces the incentive to work together harmoniously in the long term.

Informal Resolution

Informal communications with the PTBC have been initiated by the PBC Chairman concerning this motion. The exchanges have been respectful and constructive. The motion does not maintain that there not be an Independent Director. It proposes that there be a trial period and an assessment before a decision is made by the shareholders. Agreement on this process is yet to be achieved but the PBC Chairman remains open to further discussion and communication with the PTBC.

9 PBC intention to advise PTBC of guidelines regarding Independent Director (Agenda Item 5.9) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC members advise the PTBC members of their intention to seek:

1. A trial period of twelve months without an Independent Director on the SCCSL board, with a review before the end of the period to assess the effective operation of the board.
2. Should it be required, the board to consider, agree, and document a meritorious process for the selection and appointment of an Independent Director.
3. A rotating chairperson on the board that alternates between a PBC and a PTBC director on an annual basis with the first chair being the PTBC nominee, Stephen Anderson, who would commence in this position at the start date of the trial period.
4. In the spirit of openness and transparency, the SCCSL Secretary provides to the board members a brief monthly report summarising matters dealt with between the CEO and the Chairperson in between board meetings.

Yes	18
No	10
Abstain	0

NOTE: Breaches identified via public access. Intention to include additional representation (PBC & PTBC). Directors to remedy breaches and inequities. If blocked by PTBC he PBC directors will trigger a dispute in a shareholders meeting.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia		X	
Alpinia	X			Harpullia	X		
Alyxia		X		Livingstonia	X		
Alphitonia		X		Molinia	X		
Araucaria		X		Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island		X	
Bauhinia	X			Tristania		X	
Caladenia		X		Washingtonia	X		
Cassia	X			Woodsia	X		
Colwillia	X			Zieria		X	
Corymbia	X			MSCD Lot 20 (S)		X	
Darwinia	X			MSCD Lot 81 (S)		X	
Felicia	X			MSCD Lot 83 (M)			

10 Facilities – Landscape Upgrade – Schotia Park South (Agenda Item 5.10) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC EGM agrees to expend \$53,184.45 Inc GST plus a 10% contingency in the amount of \$5,318.45 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P56 – Schotia Park South Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

Yes	27
No	0
Abstain	1

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

FURTHER THAT the PBC EGM agrees to expend \$41,395.75 Inc GST plus a 10% contingency in the amount of \$4,139.58 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P56 – Schotia Park South Garden. Funds to be expensed to Admin – 12421 – Mulch

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia			X	MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			

6. Correspondence for Information - Nil

7. Business Arising

7.1 Preparation for meetings

- Chairperson stated in preparation for the meetings, MNs to consult with RBCs in readiness to vote.
- Discussions ensued regarding the occasions when MNs are empowered to vote following further revelation at the meeting.
- MN for Woodsia (FW) left the meeting at 12:20pm
- MN for Adelia (GS) left the meeting at 12:55pm

7.2 Report & presentation Tornado

- Cassia questioned the lack of CEO attendance when vital feedback was expected regarding the tornado event 25th December 2023.
- Written feedback was provided from Facilities Manager and CEO (**Annexure A**).
- Chairperson formally invited CEO to all future meetings, Secretary to provide formal written invitation to CEO to all future meetings.

7.3 Village Update for residents:


- Request for better communication from MSCD, i.e. future works, tree and land clearance near roundabout to village gates.

7.4 PBC Motions – March 2024:

- Review of S56 SCRA

7.5 Next meeting to be held 28 March 2024 @ 11:00.

MEETING CLOSED @ 1:00pm

Chairperson: 



PLEASE NOTE: This is provisional/interim information, as the management team have not yet concluded the evaluation, as works on the rectification are still ongoing. – Response 15 February 2024.

NOTES FROM INFORMAL MEETING WITH SC PBC MEMBERS NOMINEES 08/01/2024

SUBJECT: Feedback re Response to Tornado 25/12/2023

PURPOSE

1. To identify actions that worked well, those that did not, and unexpected outcomes.
2. To provide feedback to be included in SCBCS's evaluation of their coordinated response.
3. To recommend actions and strategies that will improve planning and responding to future critical incidents in Sanctuary Cove.

MN's expressed gratitude and thanks to the teams, contractors, and emergency response personnel responsible for addressing the vast number of tasks associated with extensive power outage, blocked roads, medical emergencies, potential risks to safety and other identified risks.

As a 1 in 20-year event, the tornado and ensuing storm created a number of anticipated issues.

Following is some of the unexpected problems:

- An extended period of 3 days without power.
- Loss of all communication technology.
- Ongoing risk of harm from debris and affected trees.
- Absence of communication and contact personnel for assistance from SCBCS.
- Extreme heat.
- Inoperable security gates and alarms.

RECOMMENDATIONS & ACTIONS

1. Identify a central meeting point where residents can access power, information, and assistance.
Suggestion: Meeting rm1 SCBCS where generator and key personnel are available. PBC chairperson or delegate to hold a key.
 - In the event of a site-wide power outage, there is a high probability that the village could experience a loss of power as well as the Resort and surrounds. Given that the Security Roundhouse is staffed around the clock and equipped with a backup generator for essential power purposes, it would serve as the optimal pivotal point. The Chief Warden is also located at the Security roundhouse.
 - In our future planning and if there is damage to the Security Roundhouse, the Facilities compound will be investigated as a backup.
2. SC Body Corporate Manager to provide a copy of the SC Emergency Response plan to the PBC & PTBC Chairperson. Remove personal contact details and publish on the SC soon to be completed website. Include Chairpersons as participants on the communication tree.



PRINCIPAL BODY CORPORATE Sanctuary Cove

- After the storm event, the EMP is under review by Management to close any gaps that have been identified. Once complete, the EMP will be posted to the website for all to view.
 - The emergency response plan has functional roles, not personal names.
3. **SC Body Corporate Manager to identify the site-based manager or delegate as the response coordinator. This action is imperative when large numbers of personnel are on leave.**
 - There was and is a delegation of after-hours emergency and escalation process.
 - Executive Management are an integral part of this process, and engaged in the decision making and planning, regardless of approved annual leave.
 4. **Site Manager & PBC Chairperson to coordinate regular communication of updates and support to residents.**
 - The emergency management plan encompasses communication steps with all residents.
 - Part of this planning review will be for the Chief Warden keeping the PBC/PTBC chairs informed.
 5. **SCBCS to prepare a checklist of safety actions and acquisitions for residences.**
 - <https://www.goldcoast.qld.gov.au/Services/Emergencies-disasters-outages/Get-Ready>
 6. **PBC & Security manager to ensure a neighbourhood check for isolated residents and those reliant on devices to support health issues.**
 - Security has a list of those residents that are on life supporting devices in their homes.
 - There is a list of residents who are on Welfare checks. Security conducts these checks.
 - In addition, neighbourhood patrols occur hourly as standard.
 7. **PBC to explore the installation of satellite connection to facilitate communication when regular options are inoperable.**
 - VHF radio communication is employed by both the security and facilities teams for emergency purposes and coordination.
 - Regarding satellite communication, this responsibility would typically fall under the purview of the lot owners retail service provider/carrier.
 8. **PBC to establish a volunteer group should emergency personnel be overextended.**
 - Management has a roster of qualified and licensed external contractors (as in one above) in case the need arises, along with the capacity to enlist additional SCCSL/SCSCL staff as and when required. *volunteers*
 9. **SCBCS to provide advice re insurance claims.**
 - Both the PBC / PTBC and SCCSL has adequate storm and property insurance in place. The damages to Secondary Thoroughfare, Primary Thoroughfare and Company assets are being compiled to submit to our Insurance Broker.
 - Residents are responsible for insuring their own property and chattels.



10. Review SC Emergency Plan to reflect recent learnings.

- The FSM and SOM are currently implementing this, after which it will undergo review by the EPC (Emergency Planning Committee).

11. PBC Chairperson or delegate to seek participation in the SCBCS evaluation of the response as a representative of the residents and to provide their feedback.

- Once the internal review has been undertaken, finding and solutions will be published by the Management Team for both the PBC and PTBC.

Many thanks to all Members Nominees who canvassed the opinion of their constituents and provided input to this meeting. The way all attendees approached the task was positive and demonstrated a determination to put into practice the wisdom gained in the aftermath of the tornado.

Kind regards,
Stuart Shakespeare
PBC Chairperson