



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:	Thursday 11 th April 2024
Meeting time:	09:02AM – 12:27PM
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: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)

Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)

The following members were present by Voting Paper:

The following members were present by Proxy:

Present by Invitation:

Mr Dale St George, CEO

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)

Mrs Brogan Watling (In-House Counsel)

Apologies:

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 7th March 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 7th March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	1

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

2 Approval of FSC Minutes 23 February 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the FSC held on 23rd February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

NOTE: Remove 'be accepted as a true and correct record of the proceedings of the meeting' and replace with 'are duly noted' moving forward.

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

3 Approval of FSC Minutes 22 March 2024 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the FSC held on 22nd March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

NOTE: Remove 'be accepted as a true and correct record of the proceedings of the meeting' and replace with 'are duly noted' moving forward.

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

4 Body Corporate ARC Report – 2nd April 2024 (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2nd April 2024.

Yes	5
No	0
Abstain	1

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2nd April 2024.

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 2nd April 2024.

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 2nd April 2024.

NOTE: Recommend a copy of the DCBLs are at the meetings for quick reference.

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

5 Body Corporate – Matters in Progress (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC notes the Matters in Progress Report March 2024/April 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes	6
No	0
Abstain	0

NOTE:

426 – Cypress Point – Awaiting prices on boom gate, will advise accordingly.

430 – Blue Pipes – SS advised In lieu of painting the exposed pipes, quotations are obtained for the most cost-effective installation of aluminium powder-coated slat screens to conceal the pipes from view.

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

6 Body Corporate - Operations Report March 2024 (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC notes the Operations Report March 2024 as tabled.

Yes	6
No	0
Abstain	0

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

7 Finance – Banking Signatories – Mrs Mika Yanaka (Agenda Item 6.7) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Bank of Queensland Websaver account, originally opened through the Alexandra Hills branch, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

Yes	6
No	0
Abstain	0

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Macquarie Bank facility, which includes the At Call and term deposits accounts as controlled by the PBC and including authorising transactions related to the term deposits of individual RBC's as required, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Stratacash (administered by Bank of Queensland), which includes the operating accounts and term deposits accounts as controlled by the PBC, as well as authorising of transactions related to the RBC's to ensure the purchasing policy (as stipulated in the RBC purchasing policies) is adhered to, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to the Stratacash approval site also.

NOTE: Amendment of 'Mika Yanaka as Finance Manager'

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

Preamble

It's been noticed that the manager's personnel have been sending emails on behalf of the PBC without completing the message with the name and a salutation from the sender. It was understood by the EC that this practice was to cease when raised previously last year.

8 Email correspondence on behalf of the PBC requires senders' details (Agenda Item 6.8) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that all correspondence, including emails, sent on behalf of the PBC by management personnel include the name of the person sending the correspondence, their salutation, position, and when a letter, their signature.

Yes	6
No	0
Abstain	0

NOTE: Amendment 'by BCS management'.

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

9 Survey of Harbours for Dredging – Stage 1 (Agenda Item 6.9) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC recommends the PBC EGM approve the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372

Yes	6
No	0
Abstain	0

And further notes that specific due to the nature of 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
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

10 Resignation of Tony Ellingford as PBC Treasurer and Executive Member (Agenda Item 6.10) ORDINARY RESOLUTION

Proposed by: PBC Secretary **CARRIED**

RESOLVED that the PBC EC accepts the resignation received by the Secretary, of Mr Tony Ellingford as the PBC Treasurer and Executive Committee member with immediate effect.

Yes	6
No	0
Abstain	0

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

11 Appointment of Paul Kernaghan to Treasurer with a motion at next PBC EGM (Agenda Item 6.11) ORDINARY RESOLUTION

Proposed by: PBC Secretary **CARRIED**

RESOLVED that the PBC EC appoints Mr Paul Kernigan to the position of Treasurer with a motion to be included in the next meeting of the PBC on Wednesday, 24th April 2024 for this appointment.

Yes	5
No	0
Abstain	1

NOTE: Amendment 'meeting of the PBC EGM'

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

12 Correspondence for Information (Agenda Item 7)**ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC notes and accepts the Correspondence for Information March 2024 as tabled.

NOTE: Amendment 'March/April' and add moving forward 'received to (last date)'. Recommended SF (Facilities Manager) attend future meetings for CFI if DSTG is absent.

Yes	6
No	0
Abstain	0

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

13 Correspondence for Action (Agenda Item 8)**ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC notes and accepts the Correspondence for Action March 2024 as tabled and instructs the Manager of Body Corporate to action as issued at the meeting.

Yes	5
No	0
Abstain	1

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

Proposed by: PBC Chairperson

WITHDRAWN

RESOLVED that the date of the next PBC Extraordinary General Meeting will be Wednesday 24th April 2024 at 11am.

RESOLVED that the date of the next PBC Executive Committee Meeting will be Thursday 9th May 2024 at 9am.

Yes	
No	
Abstain	

NOTE: Withdrawn as motion unnecessary due to annual PBC dates previously voted on and carried.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Peter Cohen			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Nicholas Eisenhut			

7. Correspondence for Information:

Item 4 – Tristania Security and grounds maintenance - should have been listed as Correspondence for Action. CM stated a comprehensive review should be conducted with the contractors and residents should be included. BE stated he conducts a quarterly review with SF out onsite with works that need attending to, other RBCs should be proactive and request a review with SF.

8. Correspondence for Action:

Item 1 – Sitewide Kerbing Zieria – Need more information regarding requirements with the application process. Questions raised by Zieria MN; **Annexure A attached.**

Item 2 – Ardisia proposed 200mm setback relaxation – Denied, MBC to draft decision notice on behalf of PBC.

Item 3 – Vessel moored at 4734 – PBC EC requiring more information on quay line before deciding. MBC to obtain.

Item 5 – Banksia Lakes Lot 18 relaxation rear boundary of 1 metre – Denied due to recommendation of EAR and keeping in line of Stage 2 DCBLs, MBC to draft decision notice on behalf of the PBC. **NOTE:** Brian Earp abstained from the decision and did not offer any input on the matter.

Item 6 – Approval of business from home – Denied due to RZABLs, MBC to draft decision notice on behalf of the PBC.

Item 7 – Schotia Dog Park – Need more information from the MN and what outcome they are seeking. DSTG to set up a meeting with MW and Mike (Security) to discuss further.

9. General Business

- 9.1** Peter Cohen (PC) announced his resignation from the PBC EC effective immediately, he remains on the PBC EGM as MN for Cassia.
- 9.2** PBC records motion for May PBC EGM, DSTG recommends the PBC EGM MN to go through the PBC EC members for access of records without fee, to ensure the workload doesn't exceed unnecessarily.
- 9.3** PBC EC approve payment plan from Grace for outstanding water levy for Lot 80 on the basis they pay any water bill moving forward in full, ensuring they don't fall further behind.
- 9.4** BW (In-House Counsel) attended meeting at 11:00am to discuss outstanding legal matters.
 - BW to Brief Grace & Hynes regarding restitution claim Lot 155 and advise of fee to PBC for legal advice.
 - PBC EGM motion for approval of expenditure for Grace to enforce compliance regarding Lot 37 & Lot 41.
 - Advise Grace Lot 98 needs to comply with window being compliant. Security cameras are a civil dispute, which owners needs to sort out between themselves. The pontoon needs to be addressed by Mulpha.
- 9.5** Independent Governance Review, the PBC to add a motion for a review of the business.

10. Next Meeting – Thursday 9th May 2024 at 9:00am.

MEETING CLOSED @ 12:27PM

Chairperson:

IRRIGATION OF SECONDARY THOROUGHFARES

- Is there a PBC rollout program (with cost estimates) to irrigate all secondary thoroughfares that are not irrigated and is there an allocation in the sinking fund for this work.
- Can a map be provided identifying the secondary thoroughfare areas that are not currently irrigated.
- Have some owners been told that they are obliged to irrigate the secondary thoroughfare verges adjacent to their properties as a condition of their development approval signoff.
- Is the developer obligated to install secondary thoroughfare irrigation as part of their subdivision works.
- Has the developer irrigated some secondary thoroughfare areas and if so can a map be provided showing the areas it has irrigated.
- For all future subdivisions, can secondary thoroughfare irrigation be included in their scope of works.