



**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 13th June 2024
Meeting time: 09:01AM – 10:57AM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

The following members were present by Proxy:

The following members were present by Voting Paper:

Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)

Present by Invitation:

Mr Dale St George, CEO SCCSL
Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)

Apologies:

Mr Nicholas Eisenhut
Mr Paul Kernaghan
Mr Andrew Brown

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1	Approval of PBC EC Minutes 9th May 2024 (Agenda Item 6.1)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 9th May 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

NOTE:

General Business:

8.6 – Parking Compliance: *SS advised In-House Counsels advise didn't rule out completely denying access to resident cars through the gate if numerous parking breaches, However, more legal advice is necessary before deciding. DSTG advised information regarding past legal advice on this topic will be compiled and distributed.*

9.6 – Irrigation: *DSTG advised it will be included in the 2024/2025 budget*

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

2 Body Corporate ARC Report – 3rd June 2024 (Agenda Item 6.2)

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 3rd June 2024.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3rd June 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 3rd June 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 3rd June 2024.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

3 Body Corporate – Matters in Progress (Agenda Item 6.3)

ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

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

NOTE:

316 DCBLs Stage 2 – Working on completion by the end of the year.

419 Village Gates – 15 July 24 – 19 Aug 24 traffic limited to 1 lane

19 Aug 24 – 1 Oct 24 Paving

1 Oct 24 – 1 Nov 24 Gate shut for paving

426 Cypress Point – Remove the tasks that have been completed and change to working progress.

Add:

ST Bylaw – Signage “Visitors Parking”

EMP – Residents

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

4 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 April/May 2024 as tabled.

Yes	5
No	0
Abstain	0

NOTE: Remove as a motion, for noting only.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

5 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 May/June 2024 as tabled and instructs the Manager of Body Corporate to action as issued at the meeting.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

7. Correspondence for Information:

7.3 - 4686 Broken Window:

- SS advised for MBC to check if BUP, as this would be considered an RBC responsibility. There didn't appear to be sufficient evidence the part came from the contractor's lawn mower.

7.5 – Response to S56:

- SS advised he will distribute a draft position paper on s56 for the next meeting.

8. Correspondence for Action:

8.2 – 8007 approval to plant tree:

- The Committee denied the request based on the advice given by the Facilities Manager as there are many services located in this area, and the tree roots could impact the main lines and infrastructure. MBC to advise resident via a decision notice.

8.3 – 4734 Boat moored at pontoon:

- Meeting arranged with DSTG, JS and Steve from SRB to discuss boat and quay lines. This information will be tabled at the next meeting for a decision.

8.4 – 2024/2026 Bamboo Fencing:

- The committee decided based on the decking encroaching on the neighbouring property's privacy, they support the EAR recommendation to allow bamboo screening to remain until the end of the year to allow plants to grow. MBC to advise both residents via a decision notice.

9. Reports for Information:

9.2 – Contracts Minutes & Notes:

- SS enquired as to where the Landscape contract was at. DSTG explained they had received 12 expressions of interest. SS mentioned the last page with the scope/map was hard to read, and queried if the contractors would be able to read this.

9.3 – Finance Minutes:

- Include finance report moving forward, which is included in FSC.

10. General Business

10.1 Livingstonia Florida Room:

- BE stated he wasn't sure what stance PBC takes on this issue. In the past the resident called the MBC and was sent out a kit, nowhere did it refer to the process. No one was told by the MBC that the process should go through the RBC first for approval. It required a vote without dissent from the RBC. BE stated, some 48 Florida Rooms have been approved by either the MBC or the PBC.
- SS advised that whatever has happened in the past has happened, moving forward the PBC will require RBC approval prior to the PBC's assessment.
- BE explained a lot of Florida Rooms need rectification due to being non-compliant and who will be funding that?
- BE stated that there has been no response back yet from SCCSL to Mahoney's for their involvement in this process. DSTG advised that a response will be coming to Mahoney's in a few days as it has taken some time to gather all the information required.

- SS mentioned the PBC can only approve Florida room for compliance to the DCBLs. BE stated that he questioned the process 3 times with the MBC, however, was advised it had already been approved.
- SS mentioned that this appears to be between the RBC and the BCM
- SH questioned if the project hadn't taken place whether this would still have been an issue? If not, why didn't the project manager mention this issue before the work took place. BE stated the drains and gutters are the issue as well, some Florida Rooms are attached right under the gutters.

10.3 Solar Installation on common property:

- CM advised the referee stated they required more information from Harbour Terraces regarding the installation of Solar Panels on common property. One Lot owner has addressed this and will put an application back in for consideration.

10.4 PBC EGM motions – June 2024:

- Governance Audit for 2 companies and invoices
- Access to information for MN no charge if no additional work required
- RZABLs Motion

Other General Business

- CM enquired if the company offered compliance training around handling complaints. DSTG advised yes. SH asked if the company had considered recording the phone calls as part of training to listen back and discuss.
- CM advised; WB would like to attend the EC meeting when Schotia Island is being discussed.
- CM mentioned with StrataVote available now, encourage MN to participate with voting online if they are unable to make the meeting.
- CM discussed the legal advice being available to MN, perhaps on certain topics rather than related to an owner.

11. Next Meeting – Monday 15th July 2024 @ 9:00am

12. Closure of Meeting

MEETING CLOSED @ 10:57am

Chairperson: