



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

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,  
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

**Date of meeting:** Thursday 25 July 2024

**Meeting time:** 11:00am – 12:40pm

**Chairperson:** Stuart Shakespeare

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**ATTENDANCE**

**The following members were Present in Person at the meeting:**

Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703	Mr David Frances
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790	Mrs Caroline Tolmie
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107106	Schotia Island GTP 107106	Mr Wayne Bastion
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare
Lot 107209	Alpinia GTP 107209	Ms Dianne Taylor
Lot 107278	Banksia Lakes GTP 107278	Mr Andre Brown
Lot 107353	Woodsia GTP 107353	Mr Peter Hay
Lot 107360	Adelia GTP 107360	Mr Gary Simmons
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107406	Corymbia GTP 107406	Ms Shawlene Nefdt
Lot 107442	Molinia GTP 107442	Mrs Cheryl McBride
Lot 107488	Darwinia GTP 107488	Mrs Jane Burke

**The following members present by Voting Paper and In Person:**

Lot 1703	Washingtonia GTP 1703	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present (pre-voted)
Lot 1790	Araucaria GTP 1790	Owner present (pre-voted)
Lot 107209	Alpinia GTP 107209	Owner present (pre-voted)
Lot 107353	Woodsia GTP 107353	Owner present (pre-voted)
Lot 107442	Molinia GTP 107442	Owner present (pre-voted)

**The following members present by Voting Paper:**

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Paper vote
Lot 1701	Bauhinia GTP 1701	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote

Lot 2504	Colvillia GTP 2504	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107217	Tristania GTP 107217	Electronic vote
Lot 107399	Caladenia GTP 107399	Electronic vote
Lot 107432	Fuschia GTP 107432	Electronic vote

**The following members were present by Proxy:**

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

**Present by Invitation:**

**Apologies:**

Mr Michael Longes  
Mr Stephen Anderson  
Mr Richard Sherman  
Mr Tony McGinty  
Mr Robert Nolan  
Mr Nabil Issa  
Mr Nicholas Eisenhut  
Mr Mark Winfield  
Mr Mick McDonald  
Mr Dale St George - CEO

The following members were not financial for the meeting:

A Quorum was present  
Nil Conflict of Interest  
The Meeting was recorded.

***The Chairperson SS opened the meeting stating:***

*I have an announcement to make from the board of Sanctuary Cove Community Services Limited. CEO Dale StGeorge is on extended leave for a temporary period for private reasons. During Dale's absence the directors are providing the necessary support and delegations to the management team. Mike Talea will continue to be responsible for Security, Jodie Syrett for body corporate management and Shanyn Fox for facilities management. In-house counsel, Brogan Watling, will continue to provide overall support.*

## Motions

<b>1</b>	<b>Approval of Previous General Meeting Minutes - 27 June 2024 (Agenda Item 5.1)</b>	<b>Ordinary Resolution</b>
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Statutory Motion Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** That the Minutes of the PBC Extraordinary General Meeting held on 27 June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	20
No	0
Abstain	7

**NOTE:**

*- HM noted an error regarding the traffic island under 8.4. He questioned why Body Corporate Services ignored the traffic consultants' instructions to ensure no safety signage was placed on top of the island. The last point was worded incorrectly, as he was quoting directly from the traffic report directly at the time and not requesting the report.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
Adelia	X			Harpullia			X
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			X

Submitted by Chairperson

Motion CARRIED

**RESOLVED** that based on two detailed assessments of suitably qualified governance auditors and consultants, and benchmarking consulting fees and charges with a local governance expert, the PBC EC recommends that the PBC accept the formal proposal and quote from Directors Australia for \$39,200 plus GST. This proposal covers the governance review of the PBC, PBC Executive, and sub-committees, with the aim of developing a 'best fit' governance blueprint and framework." The funding for this Governance Review will be allocated to the Legal and Consulting section of the 2024 PBC budget.

Yes	22
No	1
Abstain	4

**NOTE:**

- *WB enquired about who will have access to this information throughout the process. SH assured that the process will be open and transparent.*
- *PC expressed concerns about whether the PTBC will actively participate in the governance review and consider any actions based on the findings.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia			X	Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)			X
Darwinia	X			MSCD (Lot 81) (S)			X
Felicia	X			MSCD (Lot 83) (M)		X	

**3 Removal of two trees between Lot 83 & Lot 91 to enable Energex & FTTH comms services to be installed (Agenda Item 5.3) Ordinary Resolution**

Submitted by Chairperson

Motion CARRIED

**RESOLVED** that the PBC agrees to the removal of two trees located on the interface boundary between residential development land Lot 83 SP320252 and primary thoroughfare Lot 91 RP205597 to enable Energex and FTTH comms services to be installed in the standard services alignment of 0mm to 900mm from the interface boundary as shown in attachments.

Yes	25
No	2
Abstain	0

**NOTE:**

**- SH enquired about the approach regarding the total canopy equation and whether trees being removed are being replaced elsewhere? SS suggested discussing with MSCD what their future landscaping plan entails for the residential zones.**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)	X		

**4 Secondary Thoroughfare By-Law (STBL) amendment to control parking (Agenda Item 5.4)**

**Special Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC authorises an amendment to the secondary thoroughfare by-laws in accordance with the attached document, a copy of which has been circulated with the agenda.

Yes	1648 90.40%
No	26 1.43%
Abstain	0

**NOTE:**

- *The PBC acknowledges that the discretionary approach continues to apply to the daytime parking of construction and service provider vehicles and on other exceptional situations in consultation with SC Security Services.*
- *AB noted that Vardon lane is PTBC land from the mailbox and not secondary thoroughfare. SS to follow up.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)	X		



Submitted by Chairperson

Motion CARRIED

**RESOLVED** that the PBC does not sign the draft deed proposed by the PTBC and that the PBC investigates the controls that can apply to residents of homes outside of the Residential Zones who wish to have a right of way along the Secondary Thoroughfare roads.

Yes	18
No	6
Abstain	3

**NOTE:**

- *PC requested the withdrawal of this motion, arguing that it lacks the legal opinion from Ian Hazzard. He also pointed out that the motion addresses two separate issues, yet the committee is being asked to vote on them as single motion.*
- *CM stated that, based on the advice received, the PBC has the right to oppose the rezoning, citing section 56 as the basis for this right.*
- *Based on the comments of those present, SS chose to continue with motion.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia			X	Harpullia	X		
Alyxia				Justicia			
Alphitonia		X		Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)		X	
Darwinia	X			MSCD (Lot 81) (S)		X	
Felicia	X			MSCD (Lot 83) (M)		X	

**6 Approval for expenditure for the engagement of Watertight Group (Agenda Item 5.6)**

**Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC EGM agrees to expend \$146,374.25 Inc. GST plus a contingency of 10% in the amount of \$14,637.42 Inc. GST for the engagement of Watertight Group for the supply and installation of one hundred and seventy-nine (179) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506

Yes	27
No	0
Abstain	0

**FURTHER RESOLVED** that the PBC EGM agrees to expend \$7,383.17 Inc GST for the purchase of turf, bedding sand and under soil for remediation of the areas. Funds to be expensed from the Sinking fund - Water Point - 22506

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonea	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 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)	X		

**7 Approval for the expenditure for engagement of The Plant Management Company (Agenda Item 5.7)**

**Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC agrees to expend \$127,676.37 Inc GST plus a 10% contingency in the amount of \$12,767.64 Inc GST for the engagement of The Plant Management company for the costs associated with undertaking Landscaping upgrade works at P55 – Schotia Park North. Funds to be expensed to Sinking Fund – 22280 – Landscape.

Yes	26
No	0
Abstain	1



Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	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 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)	X		

## **8. General Business:**

### **8.1 Electronic Recording for Sub-Committees:**

- SS enquired about the consideration for recording sub-committee meetings and sought the committee's opinion on this matter.
- CT stated she had no concerns about recording the ARC meetings.
- PK advised that the recordings should be destroyed after the minutes have been approved. SH suggested waiting for the governance review before making a decision.

### **8.2 Motions for August 2024**

### **8.3 Next meeting to be held 29<sup>th</sup> August 2024**

### **8.4 Line Marking on the Boulevard:**

- GS enquired to SF (Facilities Manager) whether this was a future project. SF responded that she had obtained prices but noted that the job must be completed at night and involved shutting off one side of the road. At the time of consideration, there was no budget allowance for this project.

### **8.5 Trees in Darwinia:**

- JB enquired about the trees, drainage and watering system discussed in the last PBC meeting for Darwinia. SF advised of one quote received for removal of the trees and replanting of the trees was approximately \$15,000. She has also requested that the plumber examine the drainage and report any issues.

### **8.6 Tenders for Contracts:**

- SF provided a brief update on the tenders submitted for Landscaping, Street Sweeping and Waste and Recycling. SF has contacted the top-performing tenders to negotiate any potential cost reductions and assess their impact on the scope of work. Once this information is finalised, the tenders will be presented to the contract sub-committee for a vote. Following this, the decision will be presented to the RBCs, PBC and PTBC for their votes.
- PK noted that the contracts with these companies were fixed price four years ago, and now the companies are seeking to recover cost increases incurred over that period.

**8.7 Blue Pipes:**

- WB enquired about the status of the blue pipes and the possibility of enclosing them. SF advised that quotes were obtained for enclosing the pipes, but the cost was approximately \$35,000 - \$40,000. She is currently working with a maintenance officer to explore whether the enclosure can be constructed using materials purchased from Bunnings. SF main concern is ensuring that the enclosure does not obstruct visibility for motorists. SS offered to work with SF on achieving a more economical solution.

**8.8 Minutes distributed from PBC EC:**

- HM stated that this was the second month in which the committee had not received the PBC EC minutes prior to the PBC EGM meeting, and he deemed this unacceptable. SS advised that he has discussed the issue with JS (MBC), noting that recent extenuating circumstances have impacted the timing. It has been decided that, moving forward, prioritising the distribution of the minutes after these meetings will be addressed.

**8.9 Village Gates:**

- PC enquired around the recent information circulated regarding the encroachment of the road into Harbour One. SS advised that Mulpha have informed him that the road was originally constructed into their land, and this is being corrected in the current Village Gates works.

There being no further business the chairperson declared the meeting closed.

**MEETING CLOSED at 12:40 PM**

Chairperson:  .....