



**NOTICE OF COMMITTEE MEETING,
VOTING OUTSIDE OF MEETING
OF THE PRINCIPAL BODY CORPORATE
EXECUTIVE COMMITTEE**

Type of Meeting Voting Outside Committee Meeting
Date and Time of meeting Thursday 21st December 2023, 3:05PM

You are advised that a Meeting of the Sanctuary Cove Principal Body Corporate Executive Committee is being held as a Voting Outside Committee Meeting, and votes must be returned by Thursday 21st December 2023, 3:00PM.

This notice is forwarded to all committee members.

Note: Only PBC EC members are required to vote.

The following agenda sets out the substance of the motions to be considered at the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd,
for and on behalf of the Secretary.

Motion

1. Body Corporate ARC Report – 8th December 2023

Reply To PO Box 15 SANCTUARY COVE QLD 4212

VOTING PAPER
Committee Meeting for PBC EC

Location of meeting: Voting Outside Committee Meeting

Date and time of meeting: Thursday 21st December 2023, 3:05PM

Instructions

If you want to vote using this voting paper, then mark either YES, NO or ABSTAIN (e.g., by a circle) printed opposite each motion you wish to vote on. You may vote on as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.

MOTION

1 Body Corporate – ARC Report

Proposed by: PBC Chairperson

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 8th December 2023.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 8th December 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 8th December 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 8th December 2023.

Yes	
No	
Abstain	

Name of voter: _____

Signature of voter: _____ **Date:** _____



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212

Date of Meeting: Friday, 8 December 2023

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:05am **Finish Time:** 9:36am

Attendance

The following Committee members were present in person at the meeting:

Chairperson	Mrs Caroline Tolmie (CT)	
Ordinary	Mr Paul Lynam (PL)	
Ordinary	Mr Stuart Shakespeare (SS)	
Ordinary	Mr Craig Eccles (CE)	
Ordinary	Mr John Venn (JV)	
Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non - Voting	Mrs Jodie Cornish (JC)	Manager of Body Corporate

APOLOGIES

Ordinary Mr Peter Ginn (PG)

CONFLICT OF INTEREST

Nil conflicts were tabled by members.

MEETING RECORDED - Yes



BUSINESS ARISING

2. Unapproved Works

Matter discussed amongst Committee members where it was agreed that information regarding unapproved works is to be included in welcome pack. BAM to send current welcome pack and building approval information to all ARC members for consideration.

3. 4680 The Parkway – Painting of Roof

All Committee members approved the proposed roof painting works on the basis that the colour remains the same as existing. BAM to advise owner of the outcome.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 20 November 2023, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

2 6001 Olympic Drive, Lot 65 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Minor Alterations at 6001 Olympic Drive be approved by the Principal Body Corporate (PBC) subject to:

1. **Rear Building Line** – proposed height of 4.27m exceeds maximum height restrictions of 3m. Consent to be provided in writing approving relaxation by neighbours and Cassia body corporate;
2. **Swimming Pool Fencing** - to comply with local authority regulations;
3. **Exterior Colours of Principal Structure and Class 10** – to match existing;
4. **Fascia, Trim, Exposed Metalwork Finish** – to match existing;
5. **Roof Colour** – to match existing; and
6. **Finished Floor Levels/Ground Levels** – proposed pool deck is 1.2m above ground within 1.5m side setback. Neighbours consent and additional landscaping buffer required to be considered for a relaxation;
7. **Retaining Walls** – additional plan screening required.

Yes	5
No	0
Abstain	0

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the application of the outcome.



3 8053 Riverside Drive, Lot 32 Harpullia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Minor Alterations at 8053 Riverside Drive be approved by the Principal Body Corporate (PBC) subject to:

1. **Stormwater** - must connect to existing legal point of discharge.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

- Site Coverage; and
- Thoroughfare Building Line.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the application of the outcome.

Yes	5
No	0
Abstain	0

4 5826 Bayview Walk, Lot 31 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee do not recommend the application for Minor Alterations at 5826 Bayview Walk be approved by the Principal Body Corporate (PBC) due to:

1. **Side Boundary Building Line** – privacy screening and vergola structure extending wall within 6m rear setback
2. **Rear Building Line** – not compliant, to be increased to required 6m setback;
3. **Revetment Wall** – exposed aggregate pathway within 1.5m of revetment wall to be removed, the erection of architectural attachments to the revetment wall is prohibited;
4. **Adjacent Side of Controlled Aspect Wall Finish** – privacy screening added to fence and reduces amenity of neighbour. Privacy screening cannot exceed normal fence height and plans to be amended accordingly;
5. **Fence on Controlled Aspect Lot** – proposed fence/screening is 3.3m above ground. Plans to be amended to reflect maximum of 1.25m in height above ground level to the rear boundary.
6. **Swimming Pool Fencing** - to comply with local authority regulations;
7. **Ground Levels** – not compliant at 1.52m, to be reduced to 1m within 1.5m of boundary and remainder of lot;
8. **Retaining Walls or Other Devices** – proposed retaining wall to be installed 1.2m from revetment wall. Plans to be amended to reflect required 1.5m setback from revetment wall.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the application of the outcome.

Yes	5
No	0
Abstain	0



5 5905 Muirfield Place, Lot 110 Cassia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Major Alterations at 5905 Muirfield Place be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fencing** - to comply with local authority regulations;
2. **Exterior Colours of Principal Structure and Class 10** – to match existing;
3. **Fascia, Trim, Exposed Metalwork Finish** – to match existing;
4. **Roof Colour** – to match existing; and
5. **Stormwater** - must connect to existing legal point of discharge.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the relaxation of the Thoroughfare Building Line.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the application of the outcome.

Yes	5
No	0
Abstain	0

6 Executive Architect / Building Approvals Manager recommendations – ending 1 December 2023

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee notes and accepts the following building applications recommended for approval by the Principal Body Corporate EC as submitted by Executive Architect and Building Approvals Manager for the period ending 1 December 2023:

1. **4638 The Parkway, Lot 98 Bauhinia**
 Release of Compliance Agreement Fee – Major Alterations
2. **6286 Sylvan Lane, Lot 25 Araucaria**
 Release of Compliance Agreement Fee – Major Alterations
3. **4827 The Parkway, Lot 159 Cassia**
 Release of Compliance Agreement Fee – Minor Alterations & Exterior Paint
4. **5668 Harbour Terrace, Lot 65 Bauhinia**
 Release of Compliance Agreement Fee – Minor Alterations

Yes	5
No	0
Abstain	0



7 ARC Recommendations to the PBC – 8 December 2023

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 8 December 2023.

Yes	5
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

6.1 Stage 1 Development Control By-Laws

CT thanked the group involved for their efforts. SS mentioned that work on stage 2 has commenced.

Name of voter: _____

Signature of voter: _____ Date: _____

DRAFT