



**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 25<sup>th</sup> January 2024, 4:05PM

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 25<sup>th</sup> January 2024, 4:00PM.

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. All Historical Body Corporate Records available to all PBC EC members.
2. All Future Financial reports meet the following requirements.
3. Manager to deliver to the PBC Treasurer the following records.
4. PBC EC and Treasurer request all Finance sub-committee Meeting Notices for EOFY 31<sup>st</sup> October 2023
5. Additional PBC EGM meeting held Thursday 8<sup>th</sup> February 2024 at 9:00am

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|---|
| Reply To<br>PO Box 15<br>SANCTUARY COVE<br>QLD 4212 |
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**VOTING PAPER**  
**Committee Meeting for PBC EC**

**Location of meeting:** Voting Outside Committee Meeting

**Date and time of meeting:** Thursday 25<sup>th</sup> January 2024, 4:05PM

**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.

**PREAMBLE**

To fulfill the duty of ensuring the financial decisions and approved budgets of the Principal Body Corporate (PBC) are executed appropriately, the PBC Executive Committee (EC) members require timely access to financial information and reports.

The provision of financial information to EC members is a requirement of the Administration and Management Agreement (AMA) Schedule 3 s2 (p). Making records available for inspection is a responsibility under AMA Schedule 3 s3(c).

**MOTION**

**1 All historical Body Corporate Records available to all PBC EC members.**

Proposed by: PBC Chairperson

**THAT** the EC requests the Manager provide all historical body corporate records previously accessed via the online SharePoint portal be made available to the Treasurer and all PBC EC members in a digital portal format by January 31<sup>st</sup>, 2024. This is consistent with Schedule 3 s3(j) of the AMA.

Furthermore, as previously agreed, a tab is to be added and regularly updated for all PBC specific documents provided and reviewed in Finance Sub-Committee meetings.

*For the past 3 months not all EC members have had full digital access to historical and current records.*

|         |  |
|---------|--|
| Yes     |  |
| No      |  |
| Abstain |  |

**2 All Future Financial reports meet the following requirements.**

Proposed by: PBC Chairperson

**THAT** the EC instructs the Manager (SCCSL) to ensure that all future financial reports presented as part of the monthly operating report to EC meetings, meet the following requirements: -

|         |  |
|---------|--|
| Yes     |  |
| No      |  |
| Abstain |  |

**Monthly: -**

High-level summary statements/reports of Income and Expenditure for SCCSL vs budget, PBC Administration fund vs budget with the summary line 'other' showing detail, the PTBC administration fund vs budget, expenditure for each project vs budget category for the PBC & PTBC sinking funds vs budget.

Pls note, all statements /reports require an explanation for any variance from budget and will be accessible to members' nominees via the digital portal and access to the EC meeting books.

**Quarterly: -**

Summary Balance Sheets for the PBC Administration Fund, the PBC Sinking Fund, the PTBC Administration Fund, and the PTBC Sinking Fund.

**Annually: -**

At least one month before the next financial year budget is presented for resolution in a PBC general meeting, all budgeted financial statements for the proposed PBC Administration and Sinking Fund compared to the same documents from the previous year will be presented to the EC.

An analysis of SCCSL Management and Security charges and proposed levies and charges incurred by the PBC & PTBC is required. Proposed levies for the administration and sinking funds to be charged to each RBC and individual lots are required.

The budget reports and analyses are to be accompanied by an explanation of any major variances compared to the prior year's actuals.

**3 Manager to deliver to the PBC Treasurer the following records.**

Proposed by: PBC Chairperson

**THAT** the EC PBC instructs the Manager to deliver to the PBC Treasurer the following records no more than 7 days from the date of passing this resolution.

1. The invoices supporting all expenses coded to the PBC general ledger “Legal”, “Consultants”, and “Management Fees” accounts for the financial year ended 31 October 2023.
2. The notice required by AMA s5.3 (d), that within 60 days from 31 October 2023, stating any shortfall of costs recovered by the Manager against the SCCSL budget allowance for PBC costs, and the appropriate invoice with additional recovery amount that has been applied.

*The above documents will enable the EC to understand budget overruns and review spending in specific areas.*

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| Yes     |  |
| No      |  |
| Abstain |  |

**4 PBC EC and Treasurer request all Finance sub-committee Meeting Notices for EOFY 31<sup>st</sup> October 2023**

Proposed by: PBC Chairperson

**THAT** the Treasurer and EC request from the Manager all Finance sub-committee Meeting Notices for Financial Year ended 31<sup>st</sup> October 2023, including reports and other attachments that relate to the PBC. This may be provided in digital format and is required by 31<sup>st</sup> January 2024.

*The EC members are unable to review work undertaken by the Finance subcommittee through lack of presented documentation.*

|         |  |
|---------|--|
| Yes     |  |
| No      |  |
| Abstain |  |

**5 Additional PBC EGM meeting to be held Thursday 8<sup>th</sup> February 2024 at 9:00am**

Proposed by: PBC Chairperson

**THAT** the PBC EC requests an additional PBC EGM meeting to be held on Thursday 8<sup>th</sup> February 2024 at 9:00am.

|         |  |
|---------|--|
| Yes     |  |
| No      |  |
| Abstain |  |

Name of voter: \_\_\_\_\_

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_