



NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

Name of Property: Sanctuary Cove Principal Body Corporate
GTP: 202
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way, Sanctuary Cove QLD 4212
Date and Time of meeting Thursday 7th March 2024
9:00AM

This notice is forwarded to all committee members. If a committee member is unable to attend, they can assign their proxy to an alternate member by completing the attached proxy form or complete the enclosed Voting Paper, in accordance with Schedule 2, Part 2, Section 17 of the Building Units and Group Titles Act 1980.

The following agenda sets out the substance of the motions to be considered at the meeting. Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary.

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting

6. Motions
 1. Approval of PBC EC Minutes 1st February 2024 pg 8
 2. Approval of PBC EC VOC Minutes - ARC 12 February 2024 pg 17
 3. Approval of PBC EC VOC Minutes – Landscaping 12 February 2024 pg 20
 4. Approval of FSC Minutes 23 February 2024 pg 22
 5. Matters in Progress pg 35
 6. Body Corporate - Operations Report February 2024
 7. Rescind VOC 21st December 2023 Meeting Dates of upcoming PBC EC/EGM pg 37
 8. Motion for PBC EGM for approval of a fee quotation to obtain Independent Legal advice

7. Correspondence for Information

pg 40

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	20 February 2024	Mulpha	Residents	Information from Mulpha regarding Shuttle Buses
2	20 February 2024	Mulpha	Residents	Additional Information from Mulpha regarding Shuttle Buses
3	27 February 2024	PBC Chairperson	MNs	Formal welcoming letter to new MNs for Woodsia, Banksia Lakes and Roystonia.

8. Correspondence for Action

pg 50

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	19 February 2024	Resident of Colvillia - 5410	PBC	Removal/replacement of Tree due to Berry and Sap damage
2	19 February 2024	Resident of Alpinia - 3049	PBC	Approval for financial Hardship
3	20 February 2024	Resident of Tristania - 1053	PBC	Request for trees to be planted on PBC land
4	21 February 2024	Resident of Ardisia - 8950	PBC	Request for approval of mirror reflecting windows

9. General Business

8.1 PBC EGM Motions – April 2024

8.2 Restitution Claim – Jones

8.3 Leslie v Buttner – approach on CCTV, pontoon and window

8.4 STBL amendment

8.5 7020/7022 pontoons

8.6 Access to PBC records by lot residents

a) Fees

b) Electronic access where able to

8.7 Schotia Island and Adelia enforcement action – fees and commencement of proceeding

8.8 Condition of approval PBC for BUP lots

8.9 Revetment wall (Plumeria)

10. Next Meeting – Thursday 4th April 2024

11. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary
Address of scheme: C/- Sanctuary Cove Principal Body Corporate, PO Box 15,
SANCTUARY COVE, 4212

Section 2 – Authorisation

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space please attach separate sheets.

I/we

Name of owner 1:

Signature: **Dated:** ___ / ___ / ___

Name of owner 2:

Signature: **Dated:** ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

.....
hereby appoint,

Proxy (full name):

as my/our proxy to vote on my/our behalf (*including adjournments*) at (please tick **one**)

- The body corporate meeting to be held on ___ / ___ / ___
- All body corporate meetings held before ___ / ___ / ___ (*expiry date*)
- All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: **Dated:** ___ / ___ / ___

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**

VOTING PAPER

Executive Committee Meeting for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: **Thursday 7th March 2024 – 9:00AM**

MOTIONS

1 Approval of Previous Minutes (Agenda Item 6.1)

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 1st February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of VOC Minutes - ARC 12 February 2024 (Agenda Item 6.2)

Proposed by: Statutory Motion

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 12th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

3 Approval of VOC Minutes – Landscaping 12 February 2024 (Agenda Item 6.3)

Proposed by: Statutory Motion

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 12th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

4 Approval of FSC Minutes 23 February 2024 (Agenda Item 6.4)

Proposed by: Statutory Motion

THAT the FSC Minutes held on 23 rd February 2024 be accepted as a true and correct record of the proceedings of the meeting.	Yes	
	No	
	Abstain	

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

Proposed by: Statutory Motion

THAT the PBC EC notes the Matters in Progress Report February 2024/March 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)	Yes	
	No	
	Abstain	

6 Body Corporate – Operations Report (Agenda Item 6.6)

Proposed by: PBC Chairperson

THAT the PBC EC notes the Operations Report February 2024 as tabled.	Yes	
	No	
	Abstain	

7 Rescind VOC 21st December 2023 Meeting Dates of upcoming PBC EC/EGM (Agenda Item 6.7)

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts to rescind the PBC EC VOC dated 21st December 2023 concerning the scheduling of upcoming PBC EC/EGM meetings, citing insufficient time for the inclusion of ARC minutes, FSC minutes and operational report. Dates below in particular:

2024 PBC EC Dates:

- Thursday 4 April 2024
- Thursday 6 June 2024
- Thursday 4 July 2024
- Thursday 5 September 2024
- Thursday 7 November 2024

Yes	
No	
Abstain	

8 Motion for PBC EGM for approval of a fee quotation to obtain Independent Legal advice (Agenda Item 6.8)

Proposed by: PBC Chairperson

That a motion be put to the March PBC EGM for approval of a fee quotation to obtain independent legal advice on:

1. the effect the proposed changes to s56 may have on the rights and entitlements of the Residential Zone owners, as precipitated by the proposed and uncontrolled development of dwellings outside of the Residential Zones.
2. the effect the proposed changes to s56 may have on the rights and entitlements of the Residential Zone owners by allowing unrestricted access to the secondary thoroughfare by the Golf Club.
3. whether the rights and entitlements of the Residential Zone owners, have been affected by the allocation of one PTBC lot entitlement for the Harbour One development of 48 dwellings and confirmation that the correct procedure was followed in making this allocation.

Yes	
No	
Abstain	

9 Correspondence for Information (Agenda Item 7)

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts the Correspondence for Information February 2024 as tabled.

Yes	
No	
Abstain	

10 Correspondence for Action (Agenda Item 8)

Proposed by: PBC Chairperson

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

Yes	
No	
Abstain	

11 Date of next PBC EGM / EC Meeting (Agenda Item 10)

Proposed by: PBC Chairperson

THAT the date of the next PBC Extraordinary General Meeting will be Thursday 28th March 2024 at 11am.

THAT the date of the next PBC Executive Committee Meeting will be Thursday 4th April 2024 at 9am.

Yes	
No	
Abstain	

GTP:202

Name of voter: _____

Signature of voter: _____ Date: _____



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 1 st February 2024
Meeting time:	8:31AM – 10:11AM
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: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)
Lot: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)

The following members were present by Proxy:

Present by Invitation:

Ms Jodie Syrett, Manager Body Corporate (Minute Taker)

Apologies:

Mr Dale St George
Mr Nicholas Eisenhut

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of Previous Minutes (Agenda Item 6.1) CARRIED

Proposed by: Statutory Motion

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 27th November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

NOTE: Recommended amendment to the minutes by Cassia MN (PC):
In answer to a question put to company Secretary, Dale StGeorge, by the Chairman (SS) regarding the role of the newly established SCCSL subsidiary company, Resort Body Corporate Services P/L, the response was that the role of this Company was to provide services to Harbour One and perhaps other Body Corporates in the future. When asked if it was not the case that the Company was currently providing such services, he twice declined to answer the question.

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

2 Approval of VOC Minutes - ARC (Agenda Item 6.2) CARRIED

Proposed by: Statutory Motion

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 21st December 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

3 Approval of VOC Minutes – 21 December 2023 (Agenda Item 6.3) CARRIED

Proposed by: Statutory Motion

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 21st December 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

4 Approval of VOC Minutes – 25 January 2024 (Agenda Item 6.4) CARRIED

Proposed by: Statutory Motion

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 25th January 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes the Matters in Progress Report December 2023/January 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:

316 – STAGE 2 DCBLS – The Chair SS advised the review paused late November 2023 and is expected to recommence in February 2024. Hoping to be finalised for the RBC AGMs in June 24.

419 – Village Gate Upgrade –

- The Chair SS sent correspondence to Mulpha Community Relations Officer enquiring about the status of the adjacent subdivision. The PBC members were not informed that work of greater significance was in train.
- The PBC members were previously advised, due to unforeseen infrastructure works and time constraints, the village gate works would commence after the boat show. In the meantime, some associated infrastructure works would take place.
- The PBC EC requests current, accurate information be communicated by Mulpha to the PBC members and residents.
- It was recalled from a previous meeting, DSG advised the Village Gate elements would be painted to improve their appearance as an interim measure. The appearance of both sides of the road leading to the Village Gate is unsightly and requires presentable screening.

Communication with Mulpha Developments Sanctuary Cove

- MN for Cassia PC advised a meeting was set with Amanda Sams, Mulpha CRO. MN for Roystonia CM to attend also to organise improved communications.
- SS mentioned alterations to the boundaries of the Primary Thoroughfare, as are evident with the relocation of the Village Gates, require council approval. SS informed Mulpha with no response.

425 – Mulpha update – Mulpha to confirm the town meeting date and format like the one presented to the PBC last November.

426 – Cypress Point – MN for Roystonia CM asked for an update regarding the gates. CM queried whether the cost of lighting, road upgrade and security gates was factored into the budget. Attention to the potholes and temporary lighting in this area should also be considered. DSG advised that quotes received for the boom, waiting further costings from contractor to install. Potholes and temporary lighting will be reviewed. While these comments may be useful, they were not made during the meeting and should be omitted. Direct contact with the MN is a more appropriate form of communication.

427 – The Address Gates – Work has commenced and includes landscaping, irrigation, and lighting. DSG has advised completion date is set for beginning of April.

428 – Stolen Cars – Remove the term, Stolen Cars, and replace with ‘no recent thefts, however monitoring’.

430 – Blue Pipes – Title to be amended to ‘A Class Water – Exposed Blue Pipes’. Due to the unsightly appearance of the pipes, DSG was to investigate some aluminium screening to replace the chain wire. Agreed the most economic aluminium screening should be investigated.

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

6 Body Corporate – Operations Report (Agenda Item 6.6) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes the Operations Report December 2023 as tabled.

NOTE:

MN for Harpullia (PK) thanked Mika Yanaka (FM) for her preparation of the report. More information is required ie what was budgeted, how much was spent and the forecast amount for the PBC/PTBC. PK expects the PBC EC to access this document before distribution, due to the inclusion of legal details in progress. In the next report the EC members expect the actions passed in the VOC, 25 January 2024, to be enacted.

MN for Cassia (PC) queried the ‘minimal staff’ turnover of 8.1%, suggesting it was unusually high. He identified a potential problem with the amount of Senior Management experience leaving SCCSL. MN for Washingtonia (AE) enquired if prior to leaving the company, staff attended an exit interview with an independent person? He suggested a request to the board for an exit interview as there was a 48% turnover in 2023. Item for further discussion on March 24 agenda

Lot owners generally appreciated receiving the Operations Report. SS queried why the report was not presented to the EC first for comment. The PBC EC request that the report be provided to its members for comment, prior to distribution. CM mentioned that the report contained legal information with names, which should be redacted due to privacy.

PC suggested the Operations Report should be distributed quarterly not monthly with a summary provided

Yes	6
No	0
Abstain	0

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

**7 Approval of Electronic Voting and Meeting Notices
(Agenda Item 6.7)**

CARRIED

Proposed by: Statutory Motion

RESOLVED that in accordance with the Electronic Transactions (Queensland) Act 2001:

- a. The Body Corporate consents to voters receiving notices of general meetings, notices of voting outside of Committee meetings, and voting papers, electronically, providing voters have given prior consent in writing to the Secretary; and
- b. Further that the Body Corporate consent to voters casting their votes for general meetings and voting outside of Committee meetings, including secret ballots, electronically.

Yes	6
No	0
Abstain	0

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

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes and accepts the Correspondence for Information December 2023/January 2024 as tabled.

NOTE:

The Chair (SS) mentioned the increased volume of correspondence for information. He demonstrated by example the evident and unnecessary bias towards the company. Internal correspondence between SCCSL and PBC EC is inappropriate for publication in the agenda. The selected items of correspondence are not complete nor balanced and discredit the PBC EC members and Chair. The EC members believe this action to be intentional.

SS gave the following examples -

- I. Correspondence from DSG to SS dated 28 November 2023, which states:
"I disagree with your comment that the EC passed a resolution in a timely manner for the election to be by way of Open Ballot. I have set out my reasons for that below. The EC passed a resolution on 23 October 2023 (that was beyond its power) for the election to be by way of Open Ballot. I informed the EC that this decision could only be made by the PBC in general meeting, and this is reflected in the minutes"

SS comments on the motion DSG is referring to:

"RESOLVED the PBC approves the forthcoming election of EC positions be conducted as an open ballot in accordance with the SCRA Schedule 3 (three), Sections 2 (two) and 6 (six) and a motion be put to the November PBC EGM seeking its agreement to do so".

DSG incorrectly stated the PBC EC acted beyond its power as the EC motion refers the decision to the PBC members who are empowered to make the decision. SS mentioned DSG was aware of the EC's intention to propose an open ballot and with full knowledge, ballot papers were distributed based on a secret ballot.

- II. *The letter from Brogan Watling (SCCSL inhouse counsel) to SS dated 24 January 2024 (Item 24). The letter failed to acknowledge on the 14th December 2023, on behalf of the EC, SS initiated with Jodie (MBC) the establishment of the 2024 EC and EGM meeting dates including a late January EGM. The EC VOC confirming the 2024 meeting dates distributed prior to the Xmas break excluded a January meeting. Without consultation DSG instructed it be removed. The letter implies that SS requested a January meeting on short notice. This was wrong. Following the December initiative, and on behalf of the EC, SS communicated with MBC on Thursday 18 January to reinstate the January EGM on the 2024 meeting agenda, advise the MNs, and to comply with the 2-week EGM notice period. Following consultation, MBC (Jodie) advised an 8 February meeting would work in lieu of January and be compatible with the RBC meeting schedule and the availability of the meeting room. Later SS was informed, without prior notice, that MBC could not convene the meeting without DSG's approval and that he was currently on holiday. MBC then advised SS she had been able to speak with DSG by phone and he would be able to get to his computer the day before the notice period deadline. He would then overview the agenda and decide if he would allow the meeting to proceed. Pls note the EC members do not require permission from DSG to conduct a meeting. Given the importance of this meeting taking place, SS then wrote the letter to MBC that is referred to in Brogan's letter of response. It is noteworthy that the letter from SS was excluded from Correspondence for Information. SS's letter essentially asserted the right of the Chairperson to instruct MBC to proceed with the January meeting, as had been arranged. The assertion in Brogan's letter that SS made demands in relation to the January/8 Feb EGM is wrong. Brogan's letter also asserts that it was SS personally who requested/"demanded" the Jan/Feb EGM. This is also wrong. SS requests were made in writing on behalf of the EC. There is correspondence between the EC members that verifies this was the case.*

Yes	6
No	0
Abstain	0

MN for Roystonia (CM) requested the withdrawal of the letter (Item 24) as it implies ignorance of SS and PBC EC. CM stated that it is an unprecedented and adversarial action.

CM requested a copy of Brogan's (In-house Counsel) job description to better understand her role. CM believes it to be a huge oversight of the company Secretary not to inform the PBC of the hiring of the Legal In-House Counsel.

MN for Livingstonia (BE) stated that no one should be sending information out on behalf of the PBC without the PBC EC's/secretary's approval.

MN for Harpullia (PK) mentioned the information regarding the legal matters and the lawyers' letters should not have gone out due to confidentiality and this could pose a threat to further legal issues. CM advised that these letters and correspondence should be redacted.

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

9 Date of next PBC EGM / EC Meeting (Agenda Item 9) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the date of the next PBC Extraordinary General Meeting will be Thursday 29th February 2024 at 11am.

Yes	6
No	0
Abstain	0

RESOLVED that the date of the next PBC Executive Committee Meeting will be Thursday 7th March 2024 at 9am.

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

7. Correspondence for Action – PBC EC VOC required for Item 1 and 4 after meeting

Item 1 – After further information and photos were sent to the PBC EC of trees in question, it was decided more information was required from Facilities and will be formally voted on in a VOC because the meeting time had elapsed.

Item 2 – Meeting with Caroline Tolmie (ARC Chairperson), Stuart Shakespeare (PBC Chairperson), Brogan and Jodie on 2nd February 2024 at 11:00am to discuss details around 4728 and action plan moving forward. Following this, informal meeting to be held on 8th February 2024 at 2:00pm with Brogan, Stuart, Caroline, Jodie, and Graeme in meeting room 2. No decision made yet.

Item 3 – Brogan (In-house Counsel) is looking at the amendment to by-law for Plumeria regarding Secondary Thoroughfare.

Item 4 – Summary sent to PBC EC of what 7020/7022 is requesting. In 2002, owners built a pontoon in a quay line which restricted pontoons being built. In 2023 the current owners applied to repair the old pontoon and was informed the current pontoon is not compliant and in fact should not have been built. More information is needed before a decision is made.

8. General Business

8.1 PBC EGM Motions – March 2024

- Action plan for exit interview for Senior Management when leaving the company. Not a PBC matter – SCCSL matter.
- Storm report/appraisal
- PBC EC agenda for March – Information around Brogan’s role with PBC

9. Next Meeting – Thursday 7th March 2024

10. Closure of Meeting

MEETING CLOSED @ 10:11am

Chairperson:



MINUTES COMMITTEE MEETING, OF THE PRINCIPAL BODY CORPORATE GTP 202

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Monday 12th February 2024
Meeting Start: 4:00PM
Meeting Finish: 4:05PM

ATTENDANCE:

The following members were represented by voting paper:

Lot: Cassia GTP 1702 Owner Cassia GTP 1702 Rep: Mr Peter Cohen (PC)

Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)

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

Lot: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)

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

QUORUM

A Quorum was present for this meeting.



MOTION

1 Body Corporate ARC Report – 30th January 2024

CARRIED

Proposed by: PBC Chairperson

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 30 January 2024, as tabled at the PBC EC meeting.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 30 January 2024.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 30 January 2024.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and Building Approval Manager, at its meeting held 30 January 2024.

Yes	5
No	0
Abstain	0

APPLICATIONS RECOMMENDED FOR APPROVAL / FOR APPROVAL WITH CONDITIONS

1. 5340 Marine Drive North, Lot 100 Roystonia – Minor Alterations
2. 4647 The Parkway, Lot 87 Cassia – Minor Alterations
3. 7067 Riverview Crescent, Lot 21 Plumeria – Major Alterations
4. 8833 The Point Circuit, Lot 3 Alyxia – Pontoon
5. 4728 The Parkway, Lot 155 Washingtonia – Solar Panels
6. 8083 Riverside Drive, Lot 7 Acacia – Major Alterations
7. 4907 Berkshire Crescent, Lot 144 Cassia

APPLICATIONS NOT RECOMMENDED FOR APPROVAL

1. 4907 Berkshire Crescent, Lot 144 Cassia – Major Alterations

EXECUTIVE ARCHITECT / SNR BODY CORPORATE MANAGER APPROVALS – TO 23 JANUARY 2024

1. **4885 Berkshire Crescent, Lot 155 Cassia**
Release of Compliance Agreement Fee – Minor Alterations
2. **Horizon Court, Lots 100, 101, 102, 103, 104, 105, 106, 109, 110, 113, 115, 116, 118, 122, 123, 124, 125, 126, 127 Araucaria**
Application for Solar Panels
3. **4723 The Parkway, Lot 55 Araucaria**
Application for Landscaping



MINUTES COMMITTEE MEETING, OF THE PRINCIPAL BODY CORPORATE GTP 202

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Monday 12th February 2024
Meeting Start: 4:00PM
Meeting Finish: 4:05PM

ATTENDANCE:

The following members were represented by voting paper:

Lot: Cassia GTP 1702 Owner Cassia GTP 1702 Rep: Mr Peter Cohen (PC)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
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: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)
Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)

QUORUM

A Quorum was present for this meeting.



MOTION

1 Facilities – Motion for PBC EGM 29th February 2024 - Landscape Upgrade Schotia Park South **CARRIED**

Proposed by: PBC Chairperson

THAT the PBC EC approves the motion below to be added to the agenda for the PBC EGM held on 29th February 2024 at 11:00am.

Yes	7
No	0
Abstain	0

THAT the PBC agrees to expend \$53,184.45 Inc GST plus a 10% contingency in the amount of \$5,318.45 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P56 – Schotia Park South Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on 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).

THAT the PBC agrees to expend \$41,395.75 Inc GST plus a 10% contingency in the amount of \$4,139.58 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P56 – Schotia Park South Garden. Funds to be expensed to Admin – 12421 – Mulch

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on 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).

Chairperson.....



MINUTES OF THE FINANCE SUB COMMITTEE MEETING OF THE PBC

Body Corporate Committee	Sanctuary Cove Principal Body Corporate GTP 202 Finance Sub-Committee		
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
Date and Time of meeting	Friday, 23 February 2024		
Meeting Chaired by:	Mr Stephen Anderson		
Meeting start time:	9.59am	Meeting finish time:	11.15am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mr Mick McDonald (MM)
Ordinary	Mr Robert Hare (RH)
Ordinary	Mr Tony McGinty (TM)

APOLOGIES

BY INVITATION

CEO	Mr Dale St George (DSTG)
EA to CEO	Mrs Tamara Jones (minute taker)
PBC EC Member	Mr Paul Kernaghan (PK)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 17 November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Action Items for February 2024 as tabled.

NOTE:

- *DSTG advised assumptions for 2024/25 Budgets submitted this month, drafts to be issued to PBC & PTBC FSC next month. Running behind due to Finance Managers. Draft budgets must be put to RBCs in June/July EGMs.*
- *FTTH Report to be reviewed by both FSC & CSC in due course.*
- *PBC Purchasing Policy under review – Finance Manager and CEO to work with PBC, PYBC and Board to ensure workability.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Selective Review items for the PBC for January 2024 as tabled.

NOTE:

- *SA explained to PK what the Selective Review is and its purpose, explaining it is essentially an audit of a major expense.*
- *This month, the burst water main at Marine Drive North which occurred in January was chosen.*
- *DSTG advised that the rectification works were classed as emergency works and carried out overnight. He was notified of the issue by the Security Supervisor & the Facilities Manager and approved the works to go ahead.*
- *On the topic of mains leaks, DSTG advised that quotes are being sourced from GHD to reroute the Mains Line in Marine Drive North, the pine tree roots are causing major issues to the existing line.*
- *DSTG confirmed that the PRV is working well consistently across site. Aqua Analytics to return once one minor issue with the PRV is resolved.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as of 31 January 2024 as tabled.

NOTE:

- Insurance claim in progress for emergency repairs that were carried out in the aftermath of the storm event.
- Class A project still on track for completion in June this year, Energex have issued their approval. Investigating possibility of bringing the pumps and switchboard equipment to site for storage. on-site.
- SA briefly explained the "Bond Account" process to PK, DSTG confirmed that outstanding bonds were advertised in the newspaper last year as per the approved process.
- Roads/kerbing nearly completed.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

5 PBC Budget Financial Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Variance Analysis as of 31 January 2024 as tabled.

NOTE:

DSTG advised the major upcoming projects are:

- Harbour Dredging
- Re-routing mains pipe in Marine Drive North

After a few very big years of major projects, it is time for review and consolidation.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as of 31 January 2024 as tabled.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as of 31 January 2024 as tabled.

Yes	4
No	0
Abstain	0

NOTE:

No issues currently, however any delays to the budget timetable as suggested by the PBC EC will have negative impacts on cash flow.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

8 PBC 2023/4 Budget Pack CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 2023/24 Budget Pack as tabled.

NOTE:

DSTG advised the following:

- *The first thing that is taken into consideration when preparing the budget is SCCSL & Security Services, specifically staffing requirements, wages & superannuation and EBA negotiations.*
- *An assessment of how much time is allocated to the PBC/PTBC/RBCs between SCCSL and Security Services is then undertaken.*
- *Benchmarking by Macquarie Bank is also taken into consideration. They indicated that in the Body Corporate sector, there is a 33% turnover in staff.*
- *Mulching budget to be reviewed, and likely increased, for upcoming financial year.*
- *Budgets based on actual contract amounts and know and estimated expenditure.*
- *Profit that was made this year will be applied to the 2024/25 budget.*
- *Working off Lean Model rather than the Optimal Model as per Macquarie Bank.*
- *Landscaping, Street Sweeping and Waste contracts will all go out to tender this year, a further consideration.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

9 PBC Budget Timeline CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Timeline as tabled.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

Note: The Budget timetable has been carefully planned over the years to ensure that the first quarter levies are able to be issued in August each year, with payments allowing the Budget operations commencing the 1 November each year.

10 PBC 40-Year Predictive Model CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 40-Year Predictive Model as tabled.

NOTE:

List of asset values by class of asset to be provided at next FSC Meeting for review.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

11 PBC 2024/25 Budget Parameters CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 2024/25 Budget Parameters as tabled.

NOTE:

SA invited members to review the documentation and make comments based off what is contained within the document and earlier discussion – all suggestions/proposals welcomed.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

12 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be Friday, 23 March 2024 at 10:00am.

SA advised PK he was welcome to attend the next meeting.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

GENERAL BUSINESS

1. Response to Accusations of Non-Conformance to Purchasing Policies + Mr Paul Kernaghan's Response

PK thanked everyone for inviting him to the meeting. MM said there were a lot of unfair assumptions being made to which PK advised that all assumptions would be cleared up with a little more transparency and more extensive minutes.

DSTG advised that all will be made available on the new website. PK believes that certain things do not add up/are not consistent which is not the fault of DSTG, however he believes that certain limits and delegations should be in place which are not currently.

MM confirmed there were limits and delegations in place, hence the existence of the Purchasing Policies which have been in effect and worked for many years. MM requested that PK, and the rest of the PBC EC, write down exactly what their issues are and provide them to the FSC for review and comment. PK advised that one big problem with the current Purchasing Policy is the issue of the 'Treasurer' and the ambiguity of the role.

DSTG advised that the Purchasing Policy was written by PBC Chair back in 2013 and reviewed by various Finance Managers over the years. It was confirmed that the Company always follows the Purchasing Policy and has nothing to hide. DSTG added that he agreed that the Purchasing Policy needed to be reviewed/tidied up and confirmed that this will be undertaken in the next 1-2 months. The reviewed Purchasing Policy will then be put to the FSC and CSC for review, then to the Company / PBC/PTBC.

PK cautioned against leaving the PBC EC out of the review process.

PK believes some detail needs to be stripped from the Purchasing Policy to make it less ambiguous and bulky. SA queried when PK believes expenses need to be signed off, PK advised that someone from the PBC EC should sign off any additional expenses from what was initially approved.

DSTG advised he has been at Sanctuary Cove since 2016 and never experienced these issues before that are being raised and questioned.

PK advised again that transparency is key.

TM believes having the PBC EC or PBC Treasurer signing off on things will only hinder SCCSL in their ability to effectively do the job they are employed to do.

MM says he does not want to see micro-management occurring from the PBC EC, the poll votes that are constantly occurring at the PBC EGMs are petty and ruining the hard work of SCCSL. DSTG advised three Purchasing Policies will be prepared for review/consultation.

2. Water Billing Shortfall

There is an ongoing issue with the water billing which the team are working hard to rectify.

The issue is water reads were conducted in Sanctuary Cove and City of Gold Coast on 30 January 2024.

PBC /PTBC issued water levies on the 5 February 2024.

The water bill from the City of Gold Coast was received on 12 February 2024.

There fore there is a misalignment of the water billing cycle and again we have experienced a \$156,062.19 variance for the PBC for this quarter – which represents - \$85.61 per lot (1,823 lots).

The PTBC has a similar shortfall of \$51,601.54 for the last quarter – which represents - \$12.14 per lot (4,250 lots).

There will be a catch-up next month as we align the billing periods.

DSTG further advised that the last stage of the replacement of residential water meters is underway, replacement of the commercial water meters is complete, the PRV project is complete and controlling pressure well, one minor issue to be finalised. Aqua Analytics able to return to site shortly to continue with leak detection.

3. Fibre to the Home

OptiComm met with SCCSL staff and the Chairperson of the CSC late last year. FSC members are encouraged to review the report and provide feedback.

Chairperson:



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: Monday, 4 March 2024

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:07am **Finish Time:** 10:36am

Attendance

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

Chairperson	Mrs Caroline Tolmie (CT)
Ordinary	Mr Peter Ginn (PG)
Ordinary	Mr Stuart Shakespeare (SS)
Ordinary	Mr Craig Eccles (CE)
Non - Voting	Mr Michael Jullyan (MJ) Executive Architect
Non - Voting	Mrs Caitlin Coombridge (CC) Building Approvals Manager

Apologies

Ordinary	Mr John Venn (JV)
Ordinary	Mr Paul Lynam (PL)

Conflict of Interest

Nil conflicts were tabled by members.

Meeting Recorded

No



BUSINESS ARISING

2. 8049/8050 The Parkway – Pontoon Extension

Matter discussed amongst committee members and it was determined that if an approval was provided for the extension past the approved Quay Line, it would set a precedent through Sanctuary Cove. As such, it was agreed that approval not be provided.

3. 8838 The Point Circuit – Pontoon Relaxation Request

It was agreed that as the pontoon structure will be wholly contained within the approved Quay Line, that approval be provided for the extension request of 16m length to 20m length.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 30 January 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

2 5479 Bay Hill Terrace, Lot 22 Colvillia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Screened Enclosure application at 5479 Bay Hill Terrace be approved by the Principal Body Corporate (PBC) subject to:

1. Fascia, Trim, Exposed Metalwork & Colour to match existing;
2. Frame/Roof Colour to be white; and
3. Downpipe to be connected to legal point of discharge.

Yes	4
No	0
Abstain	0

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

4. Rear Building Line

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



3 1004 Edgecliff Drive, Lot 4 Tristania CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends that the Pontoon application at 1004 Edgecliff Drive be approved by the Principal Body Corporate (PBC).

Yes	4
No	0
Abstain	0

4 7104 Marine Drive East, Lot 73 Plumeria CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 7104 Marine Drive East be approved by the Principal Body Corporate (PBC) due to:

1. **Site Coverage** – applicant to provide calculation for review, currently appears to be over 40%;
2. **Floor Space Ratio** – applicant to provide calculation for review;
3. **Side Boundary Building Line** –
 - i. Proposed gatehouse roofline 800mm off side boundary to be increased to 1.5m, amended plans to be provided; and
 - ii. Seated area roof not compliant with construction to boundary. Structure to be removed and amended plans to be provided;
4. **Rear Building Line** –
 - i. Rear Deck extension not compliant at 339mm rear setback. Amended plans to be provided with increased setback of 1.5m; and
 - ii. Rear stairs setback to be increased to 1.5m, amended plans required accordingly;
5. **Floor Level Abutting Controlled Aspect Boundary** – proposed deck is three risers higher than previous deck. Applicant to provide details of height above batter zone for assessment of neighbours privacy over fence and neighbours consent required. Alternatively, proposed deck to be reduced to 500m above natural ground level;
6. **Exterior Colours of Principal Structure and Class 10** – details required for garage and buggy park;
7. **Swimming Pool Setbacks** – proposed side boundary set back of 310mm and rear boundary of 1880mm not compliant. Plans to be amended to reflect required side setback of 1.5m and rear setback of 2.5m;
8. **Ground Levels** – information to be provided;
9. **Deck Screening** – information to be provided;
10. **Volumetric Capacity of Batter Zone** – flood storage report required showing no reduction in capacity of entire batter zone including the area of the batter zone above the floor level;
11. **Stormwater** - must connect to existing legal point of discharge; and
12. **Fixed Umbrellas** – not permitted, to be removed from plans.

Yes	4
No	0
Abstain	0



5 Executive Architect / Building Approvals Manager recommendations – ending 26 February 2024

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 26 February 2024:

1. **8027 Key Waters, Lot 19 Harpullia**
Release of Compliance Agreement Fee – Minor Alterations
2. **4654 The Parkway, Lot 27 Bauhinia**
Release of Compliance Agreement Fee – Solar Panels
3. **5664 Harbour Terrace, Lot 63 Bauhinia**
Release of Compliance Agreement Fee – Major Alterations & Pontoon
4. **4619 The Parkway, Lot 8 Cassia**
Application for Minor Alterations

Yes	4
No	0
Abstain	0

Note – PG advised he abstained from item 3 as he is the neighbouring owner.

6 ARC Recommendations to the PBC – 4 March 2024

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 4 March 2024.

Yes	4
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

6.1 Landscaping Palette

Matter discussed at length amongst committee members. It was finalised that the current list will remain as is but renamed to ‘Recommended Plant List’ to maintain look and feel of previous approvals. In conjunction with rewording the plant list, the BAM and CT are to work together to create an ‘Exclusion List’ which contains noxious weeds, trees with invasive root structures and their root exclusion zone.

MJ also provided recommendation that an alternative option should be provided for mulch and turf type.

6.2 Stage Two DCBLs

SS advised that himself and Alan Lock are working towards having the revised Stage 2 DCBLs ready to go up to all RBC’s at the June EGM’s.



6.3 Neighbours Relaxation Consent Form

SS, CE and PG provided feedback on the proposed relaxation document. BAM to amend document accordingly and provide copy to Brogan Walting for review.

Name of voter: _____

Signature of voter: _____ Date: _____

DRAFT



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	<ul style="list-style-type: none"> o DCBLs halted late Nov 23 due to end of the year. o Stage 2 commence working group February 2024. o June 2024 RBC resolution 	Ongoing
399	05/22	Amenities across the Resort	PBC	<ul style="list-style-type: none"> o Sept 21 raised by previous Chair, low priority – Drinking fountains, toilet amenities 	Recommend removal
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Confirmation is required by Mulpha whether the Primary Thoroughfare can be approved for change without council approval? DSG advised it is between the Developer and PTBC. Village gate walls painted end of 2023 and infill to garden. 	Commencing
425	03/23	Village update from Mulpha to be included in future Agendas for the PBC EGM	Mulpha	<ul style="list-style-type: none"> o Mulpha rep to provide a monthly update. o Mulpha intending to facilitate a town meeting, presentation similar to the PBC meeting 	Mulpha
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> o Agreement signed, Mulpha will update for boat show, will review after the event is over. o Pricing for Boom Gate, similar to Livingstonia being obtained. o DSG advised he will look into potholes and temporary lighting - 2024/2025 Budget. o Expect maintenance for Boat Show. 	Ongoing

As at 4 March
2024



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
427	4/23	Address gate and fence proposal being finalised	PTBC	<ul style="list-style-type: none"> o Approved by the PTBC – planning underway. o Completion March 2024. 	PTBC matter
429	05/23	OptiComm Sale	PBC	<ul style="list-style-type: none"> o Update of possible OptiComm sale o We will go to a tender process, slow process. o Recent meeting on 10th Oct 23 with OptiComm to discuss proposals. o Received proposal, will be presented to PBC EC in early 2024. 	Ongoing
430	11/23	A Class Water – Exposed Blue Pipes	PBC	<ul style="list-style-type: none"> o DSG advised awaiting a second quote to have the pipes in question painted. 	Ongoing

Note: Green = Complete, Yellow = In Progress, Red = Not yet in Progress.



MINUTES COMMITTEE MEETING, OF THE PRINCIPAL BODY CORPORATE GTP 202

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Thursday 21st December 2023
Meeting Start: 3:05PM
Meeting Finish: 3:10PM

ATTENDANCE:

The following members were represented by voting paper:

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: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)
Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nick Eisenhut (NE)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)

QUORUM

A Quorum was present for this meeting.



2 Body Corporate - 2024 PBC EC Dates CARRIED

Proposed by: PBC Chairperson

<p>RESOLVED That the PBC EC resolves to call an Executive Committee Meeting of the PBC on the following dates: Thursday 8 February 2024 Thursday 7 March 2024 Thursday 4 April 2024 Thursday 9 May 2024 Thursday 6 June 2024 Thursday 4 July 2024 Thursday 8 August 2024 Thursday 5 September 2024 Thursday 10 October 2024 Thursday 7 November 2024 Monday 9 December 2024</p>	Yes	6
	No	0
	Abstain	0

Chairperson.....

**CORRESPONDENCE
FOR INFORMATION**

ITEM 1

From: [PBC](#)
Cc: [Dale StGeorge](#); [Jodie Syrett](#)
Subject: Shuttle Buses
Date: Tuesday, 20 February 2024 10:32:51 AM
Attachments: [image001.png](#)

Good Morning Members,

Please see further information below from Mulpha regarding the proposed Shuttle buses transiting through Sanctuary Cove during Boat Show.

I will send a portal message out as well today.

Hi Jodie,

It will be a fairly continuous transfer back and forth to get the staff into the Village and back to their vehicles. I would imagine peak times would be 8am to 10am and 4pm to 6pm.

We will only use small/medium size buses rather than large coaches, so they produce minimal noise and disruption.

I hope this helps. Let me know if you have any other questions.

Corey
Senior Events Manager

Kind Regards,
JODIE SYRETT
Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web stratamax.com.au/Portal/login



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Further Shuttle Bus information from Mulpha during Sanctuary Cove Boat Show:

- **Number of Buses:**
It is estimated 2x small shuttle buses (20 seats) and 1x additional small shuttle bus during morning peak times (8am to 10am)
- **Exact Route within residential area:**
As per the attached map
- **Is it only for the 4 days of the boat show and not the required set up time either side:**
Only during the four days of the show
- **Any plans for extra security in this area for the residents:**
We will have security at the shuttle pick up/drop off point, monitoring who gets on and off the bus. Bus drivers will also be fully briefed that only the accredited staff groups are eligible to board the bus.
- **No staff will be allowed off the buses within the residential area.**
Correct

***Please NOTE if you have any further questions or concerns, please direct to your Member Nominees.**

P8 Staff Car Park—Proposed Shuttle Bus Route

Proposed shuttle bus route (7am until 6pm) - Thursday 23 to Sunday 26 May.

Estimated 2x small (20 seat) shuttle buses.

Additional 1x small (20 seat) shuttle bus during peak times (8am until 10am).

Buses will **not stop** behind the gates.

Car park and shuttles will service accredited village tenant and hotel staff **only**, not exhibitors or general public.





26 February 2024

Mr A Brown
Banksia Lakes Body Corporate
Transmission via email: andrewbrownsydney@gmail.com

Dear Andrew,

RE: APPOINTMENT AS MEMBERS NOMINEE FOR THE BANKSIA LAKES BODY CORPORATE

Congratulations on your recent appointment to the role of Members Nominee for the Banksia Lakes Body Corporate. I am very pleased to welcome you to the Sanctuary Cove Principal Body Corporate (PBC).

Within your role as a Members Nominee (MN), you are required to attend and vote at the monthly PBC Extraordinary General Meetings and the Annual General Meeting which is convened in December of this year. At each meeting you can vote by a show of hand or by presentation of the completed voting papers to the secretary before the meeting commences. If you are unable to attend a meeting, please complete and submit the voting papers that are included in the meeting papers you receive prior to each meeting. Alternatively, you can assign a proxy to another MN or to the Chairperson to vote on your behalf. A blank proxy form is also included in the meeting papers you receive. Completed voting papers and proxies can be hand-delivered to the body corporate office in Masthead Way or emailed to pbc@scove.com.au. Please note these procedures will change with the introduction of voting.

Please be aware that as the MN, you are required to vote in accordance with the consensus of your Residential Body Corporate committee.

The PBC EGM schedule for the coming year is as follows.

DATE	TIME
Thursday 29 th February 2024	11AM
Thursday 28 th March 2024	11AM
Wednesday 24 th April 2024	11AM
Thursday 30 th May 2024	11AM
Thursday 27 th June 2024	11AM
Thursday 25 th July 2024	11AM
Thursday 29 th August 2024	11AM
Thursday 26 th September 2024	11AM
Thursday 31 st October 2024	11AM
Thursday 28 th November 2024	11AM
Monday 9 th December 2024	11AM

Note: These dates may change by prior notification



The agenda for each meeting is issued to you 14 days prior to the meeting date by both email and hand delivery via Security Services to your home address. Each owner also receives the agenda by email. A meeting booklet containing all associated documents for the meeting is emailed to you and your committee members 7 days prior to each meeting. For your information, each month you also receive a copy of the agenda and minutes for Executive Committee (EC) meetings which are convened monthly and before the PBC general meetings. EC meetings are only attended by members of that committee.

The meeting reports for each PBC EGM and EC meeting are presently available on the PBC Extranet, accessible via <https://extranet.scove.com.au/BodyCorp/>. These reports will transition to our new website, www.oursanctuarycove.com.au, upon its establishment in the near future.

Your login details to access the PBC Extranet remain the same.

The venue for each meeting can be found on the meeting agenda.

The Code of Conduct of the PBC is provided with this letter, for your information

Should you have any questions or concerns regarding this communication or gaining access to the Extranet, please do not hesitate to contact the Body Corporate office on 5500 3333 or at pbc@scove.com.au.

Again, welcome to the PBC. I look forward to seeing you at the February 2024 meeting, which is to be held in Meeting Room 1.

Warm Regards

A handwritten signature in black ink, appearing to read 'SJS'.

Stuart Shakespeare
Chairperson
Sanctuary Cove Principal Body Corporate



26 February 2024

Mrs S Hoyle
Roystonia Body Corporate
Transmission via email: showle@bigpond.net.au

Dear Simone,

RE: APPOINTMENT AS MEMBERS NOMINEE FOR THE ROYSTONIA BODY CORPORATE

Congratulations on your recent appointment to the role of Members Nominee for the Roystonia Body Corporate. I am very pleased to welcome you to the Sanctuary Cove Principal Body Corporate (PBC).

Within your role as a Members Nominee (MN), you are required to attend and vote at the monthly PBC Extraordinary General Meetings and the Annual General Meeting which is convened in December of this year. At each meeting you can vote by a show of hand or by presentation of the completed voting papers to the secretary before the meeting commences. If you are unable to attend a meeting, please complete and submit the voting papers that are included in the meeting papers you receive prior to each meeting. Alternatively, you can assign a proxy to another MN or to the Chairperson to vote on your behalf. A blank proxy form is also included in the meeting papers you receive. Completed voting papers and proxies can be hand-delivered to the body corporate office in Masthead Way or emailed to pbc@scove.com.au. Please note these procedures will change with the introduction of voting.

Please be aware that as the MN, you are required to vote in accordance with the consensus of your Residential Body Corporate committee.

The PBC EGM schedule for the coming year is as follows.

DATE	TIME
Thursday 29 th February 2024	11AM
Thursday 28 th March 2024	11AM
Wednesday 24 th April 2024	11AM
Thursday 30 th May 2024	11AM
Thursday 27 th June 2024	11AM
Thursday 25 th July 2024	11AM
Thursday 29 th August 2024	11AM
Thursday 26 th September 2024	11AM
Thursday 31 st October 2024	11AM
Thursday 28 th November 2024	11AM
Monday 9 th December 2024	11AM

Note: These dates may change by prior notification



The agenda for each meeting is issued to you 14 days prior to the meeting date by both email and hand delivery via Security Services to your home address. Each owner also receives the agenda by email. A meeting booklet containing all associated documents for the meeting is emailed to you and your committee members 7 days prior to each meeting. For your information, each month you also receive a copy of the agenda and minutes for Executive Committee (EC) meetings which are convened monthly and before the PBC general meetings. EC meetings are only attended by members of that committee.

The meeting reports for each PBC EGM and EC meeting are presently available on the PBC Extranet, accessible via <https://extranet.scove.com.au/BodyCorp/>. These reports will transition to our new website, www.oursanctuarycove.com.au, upon its establishment in the near future.

Your login details to access the PBC Extranet remain the same.

The venue for each meeting can be found on the meeting agenda.

The Code of Conduct of the PBC is provided with this letter, for your information

Should you have any questions or concerns regarding this communication or gaining access to the Extranet, please do not hesitate to contact the Body Corporate office on 5500 3333 or at pbc@scove.com.au.

Again, welcome to the PBC. I look forward to seeing you at the February 2024 meeting, which is to be held in Meeting Room 1.

Warm Regards

A handwritten signature in black ink, appearing to read 'S.S.' or similar initials.

Stuart Shakespeare
Chairperson
Sanctuary Cove Principal Body Corporate



26 February 2024

Mrs F Wyer
Woodsia Body Corporate
Transmission via email: faye.wyer48@gmail.com

Dear Faye,

RE: APPOINTMENT AS MEMBERS NOMINEE FOR THE WOODSIA BODY CORPORATE

Congratulations on your recent appointment to the role of Members Nominee for the Woodsia Body Corporate. I am very pleased to welcome you to the Sanctuary Cove Principal Body Corporate (PBC).

Within your role as a Members Nominee (MN), you are required to attend and vote at the monthly PBC Extraordinary General Meetings and the Annual General Meeting which is convened in December of this year. At each meeting you can vote by a show of hand or by presentation of the completed voting papers to the secretary before the meeting commences. If you are unable to attend a meeting, please complete and submit the voting papers that are included in the meeting papers you receive prior to each meeting. Alternatively, you can assign a proxy to another MN or to the Chairperson to vote on your behalf. A blank proxy form is also included in the meeting papers you receive. Completed voting papers and proxies can be hand-delivered to the body corporate office in Masthead Way or emailed to pbc@scove.com.au. Please note these procedures will change with the introduction of voting.

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Should you have any questions or concerns regarding this communication or gaining access to the Extranet, please do not hesitate to contact the Body Corporate office on 5500 3333 or at abc@scove.com.au.

Again, welcome to the PBC. I look forward to seeing you at the February 2024 meeting, which is to be held in Meeting Room 1.

Warm Regards

Stuart Shakespeare
Chairperson
Sanctuary Cove Principal Body Corporate

CORRESPONDENCE FOR ACTION

ITEM 1

From: [Facilities Management](#)
To: [PBC](#)
Subject: RE: Re Tree replacement
Date: Tuesday, 20 February 2024 10:58:09 AM
Attachments: [image001.png](#)

Hi Jodie,

Information to assist the PBC

All street trees within this designated area are of identical species. Consequently, substituting them with a different tree type would not align with the cohesive aesthetic of the streetscape. The only viable alternatives would be to remove and turf or remove and replace with the same tree or to undertake pruning of the tree to decrease tree berries and sap stains.

Kind Regards,

SHANYN FOX

Facilities Services Manager

Direct 07 5500 3302 | Shanyn.fox@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

Mobile 0431 094 524

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Web stratamax.com.au/Portal/login



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From: PBC <psc@scove.com.au>
Sent: Monday, February 19, 2024 3:38 PM
To:
Cc: Facilities Management <facilities@scove.com.au>
Subject: FW: Re Tree replacement

Hi Howard,

I have sent your request to facilities to respond to your below enquiry.

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | ljodie.syrett@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web stratamax.com.au/Portal/login



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From: Howard Burton
Sent: Monday, February 19, 2024 3:31 PM
To: PBC <pbcc@scove.com.au>
Subject: Re Tree replacement

Hi

We are requesting if the tree adjacent to kerb of street between 5410 and 5408 Bayhill Terrace be replaced with a tree that doesn't cause damage to concrete pavements and motor vehicles for the following reasons : -

1. The tree berries and sap is permanently staining concrete pavements
2. Causing damage to motor vehicles when parked in driveways
3. It is causing unsightly look especially that can be seen from new section of concrete only recently been replaced

Attached photos of tree and damaged to existing concrete pavements on both 5410 and 5408 properties.

Regards Howard Burton









Sent from my iPhone



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FINANCIAL HARDSHIP- REQUEST FOR FINANCIAL ASSISTANCE

Sanctuary Cove Body Corporate Services (SCBS) are aware that some Owners within Sanctuary Cove may experience financial hardship and may be unable to pay their body corporate levies as a result.

Whilst SCBS are unable to grant relief themselves, each residential body corporate committee can decide to provide relief in special circumstances.

Your committee may be able to assist you in areas which may include:

- a. Implementing a payment plan;
- b. Granting an extension for upcoming or overdue levies / water account payment;
- c. Waiving penalty interest on overdue levies (if applicable); or
- d. Granting the loss of levy discount post the due date (if applicable).

Owners who may be facing financial hardship are encouraged to write to the body corporate committee advising of them of their situation and seeking assistance where required.

To assist, SCBS have prepared the attached, Form 24 – Financial Hardship, for your completion. Please add as much information to this form as you feel comfortable to permit your body corporate committee to make a considered decision.

Once complete, please submit the form via email to enquiries@scove.com.au. For any further queries, please email as above or phone (07) 5500 3333.



Request for a Financial Assistance

Upon receipt, your Body Corporate Manager will forward this application onto your body corporate committee for consideration and to seek their instructions.

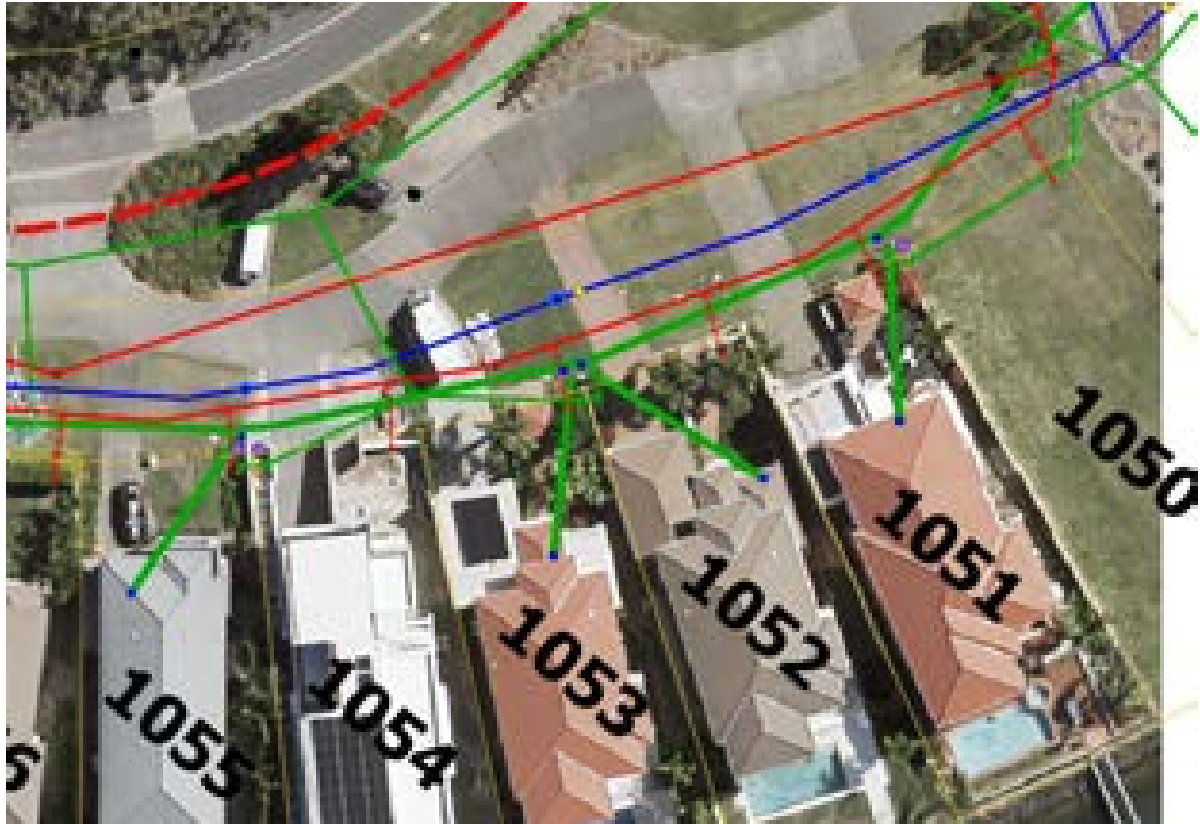
Section 1 — Your Details	
Name and address of Lot Owner(s) seeking Financial Assistance	Name(Me/We)
	Postal address
	Suburb State Postcode
Section 2 — Lot Details	
Details of Lot	Lot Number Body Corporate Property Address
Section 3 — Financial Assistance Details	
Request Details	<p>1. On what grounds are you seeking Financial Assistance?</p> <p><input type="checkbox"/> Experiencing a reduction in ability to pay strata levies as a result of financial hardship</p> <p><input type="checkbox"/> Illness</p> <p><input type="checkbox"/> Loss of a loved one</p> <p><input type="checkbox"/> Other (please specify in the box below)</p> <p>2. What type of Financial Assistance are you seeking?</p> <p><input type="checkbox"/> Payment Plan (instalment payments) for levies due and payable/...../..... (insert date);</p> <p><input type="checkbox"/> Payment Plan (instalment payments) for water account due and payable/...../..... (insert date);</p> <p><input type="checkbox"/> Postponement of due date for levies due and payable/...../..... (insert date), (inc extension of discount date if applicable); or</p> <p><input type="checkbox"/> Postponement of due date for water account due and payable ..21../..02../..24... (insert date); or</p> <p><input type="checkbox"/> Postponement of debt recovery action for non-paid levies / water account; or</p> <p><input type="checkbox"/> Waiving of penalty interest on arrears (if applicable); or</p> <p><input type="checkbox"/> Other (please specify in the box below)</p> <p>3. What is your proposed commencement date for financial relief? _____</p> <p>4. Please advise of any additional information you wish to provide to support your application and to assist the committee in making its decision in the box below. (please attach supporting documents where possible)</p> <div style="border: 2px dashed black; height: 150px; width: 100%;"></div>
Section 4 — Authority	
<p>Signed by the Applicant.</p> <p>Please send this Form, together with all supporting documentation, to: Sanctuary Cove Body Corporate Services, PO Box 15, Sanctuary Cove, Qld, 4212. Email: enquiries@scove.com.au or phone 07 5500 3333</p>	<p>I/we acknowledge that:</p> <ol style="list-style-type: none"> I/We are seeking the approval of the body corporate for Financial Assistance as outlined above. Any future levies not included in the assistance above will be paid on or before the due date. The Body Corporate has a right to seek full payment of any balance of the Outstanding Amounts due and payable should the Financial Assistance arrangement as agreed between the parties not be complied with. <p>Signature of Applicant/s Dated: 15 / 02 / 24</p> <p>Signature of Applicant/s Dated: / /</p>

ITEM 3

From: [Facilities Management](#)
To: [Jodie Syrett](#)
Subject: RE: Tristania GTP 107217 - Request for Trees on PBC land from the resident of 1053
Date: Tuesday, 20 February 2024 11:10:05 AM
Attachments: [image002.png](#)
[image003.png](#)

I'm aware that there have been multiple requests in the past regarding the planting of trees along this verge. You might find records of such requests that could serve as precedence. The rationale behind this is the presence of various infrastructure networks in this vicinity.

However, should the PBC consider approving (although not recommended) the planting of a tree in this area, the associated costs would be the responsibility of the lot owner. Furthermore, the selected tree must adhere to the Street tree species outlined within the Landscaping Management plan.



Kind Regards,
SHANYN FOX
Facilities Services Manager

Direct 07 5500 3302 | Shanyn.fox@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Mobile 0431 094 524
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web stratamax.com.au/Portal/login



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From: Jodie Syrett <Jodie.Syrett@scove.com.au>
Sent: Tuesday, February 20, 2024 10:17 AM

To: Facilities Management <facilities@scove.com.au>

Subject: FW: Tristania GTP 107217 - Request for Trees on PBC land from the resident of 1053

Hey Shany,

Can you advise on the below as it was tabled for Corro for Action but the PBC never discussed it. It looks like it went back to the RBC for approval to be added, however I am thinking we would need the same thing as Darwinia regarding cost and if PBC would like to cover it.

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Web stratamax.com.au/Portal/login



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Sanctuary Cove

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From: Michael Kowalczyk <michael.kowalczyk@scove.com.au>

Sent: Tuesday, February 20, 2024 10:08 AM

To: PBC <pbc@scove.com.au>

Cc: RBC - Tristania <tristania@scove.com.au>; Jodie Syrett <Jodie.Syrett@scove.com.au>; mark winfield **Subject:** RE: Tristania GTP 107217 - Request for Trees on PBC land from the resident of 1053

Dear PBC Secretary,

Please could you advise of the outcome with regards to the below matter. This is regarding a request for Trees on PBC land made by the resident of 1053 Edgecliff Drive.

Kind regards,

Michael

Michael Kowalczyk

Body Corporate Manager

Direct 07 5500 3323 | michael.kowalczyk@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

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From: Sonya Lowrie <Sonya.Lowrie@scove.com.au>

Sent: Friday, November 3, 2023 2:43 PM

To: PBC <pbc@scove.com.au>

Cc: RBC - Tristania <tristania@scove.com.au>; Jodie Cornish <jodie.cornish@scove.com.au>; mark winfield <

Subject: Tristania GTP 107217 - Request for Trees on PBC land from the resident of 1053

Dear PBC Secretary,

Could you please include the email correspondence from the resident from 1053 Edgecliff Drive, as correspondence for action at the upcoming PBC EGM.

The Committee and the Members Nominee for Tristania would like this to be tabled please.

Your assistance with this request is much appreciated.

For and on behalf of the Tristania Committee.

Warm regards,

Sonya Lowrie

Body Corporate Manager

Direct 07 5500 3325 | sonya.lowrie@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

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From: Sonya Lowrie <Sonya.Lowrie@scove.com.au>

Sent: Thursday, November 2, 2023 12:05 PM

To: Sally <

Cc: RBC - Tristania <tristania@scove.com.au>; PBC <pbcc@scove.com.au>

Subject: FW: Small trees Edgecliff Drive - Request from 1053

Good morning, Sally,

I hope this email finds you well!

The PBC has communicated that any correspondence intended for discussion at the PBC EGM must first pass through the RBC Committee, specifically the Tristania RBC.

Shall I proceed to forward your inquiries to the Members Nominee and Committee for Tristania for their review and consideration?

Thank you for your understanding with this matter and I look forward to your reply.

Warm regards,

Sonya Lowrie

Body Corporate Manager

Direct 07 5500 3325 | sonya.lowrie@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Web stratamax.com.au/Portal/login

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From: Sally <
Sent: Thursday, November 2, 2023 10:16 AM
To: PBC <pbcc@scove.com.au>
Subject: Small trees Edgecliff Drive

Dear Sir/Madam,

I have been advised to contact you with regard to planting trees on the common lawn area in front of Numbers 1053-1051 Edgecliff Drive. Sanctuary Cove is beautifully landscaped in the common areas however our particular location with large lawn expanses is barren.

There is a precedent at 1056 Edgecliff – a Bismark Palm – enormous – with raphiolepis hedges under. This is perhaps a little on the large side, has many seeds and requires pruning of spent leaves.

I am aware of the utilities underground however there is a gap where small trees with non invasive small root systems could be planted without and causing problems. These would:-

- *Improve the aesthetics
- *Deter parking and driving on the grass...rife!!
- *Form a continuity of vegetation throughout the estate
- *Help in drought conditions - where there is shade from existing trees the grass is enduring better
- *make me happy

ITEM 4

From: [Lauren Copeland](#)
To: [PBC](#)
Subject: 8950 The Point Circuit
Date: Wednesday, 21 February 2024 10:54:13 AM

Good morning, we are seeking approval for window tinting for privacy of our upstairs master windows. We would like to have mirror reflect tinting used. I have attached a picture of the windows, as you can see the view is directly of our next door neighbours backyard and as this house is now completed, privacy is essential.

I have listed below the details of the tint from Truview tinting.

Reflection 20

Mirror colour on the outside, great privacy during the day time
And massive heat rejection.

Total solar %

Reflectance 60%
Absorptance 30%
Transmittance 10%

Visible light %

Transmittance 14%
Reflectance interior 64%
Reflectance exterior 64%

Ultraviolet Rejection 99%

Glare Reduction 84%
Shading Coefficient 0.21%
Solar Heat Gain Coefficient 0.16%

Total solar energy rejection 84%

Thank you
Lauren Cole

