



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 9th May 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 11th April 2024
 2. Approval of FSC Minutes 19 April 2024
 3. Body Corporate ARC Report – 7th May 2024
 4. Matters in Progress
 5. Body Corporate – Operations Report April 2024
 6. Duly notes PBC Administrative Fund Budget and Contributions – ending 31 October 2025
 7. Duly notes PBC Sinking Fund Budget and Contributions – ending 31 October 2025
 8. Duly notes PTBC Administration Fund Budget and Contributions – ending 31 October 2025
 9. Duly notes PTBC Sinking Fund Budget and Contributions – ending 31 October 2025

7. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	18 April 2024	PBC Secretary	All PBC MNs	Formal invitation to SCCSL AGM
2.	26 April 2024	PBC Chairperson	PBC MN	Correspondence regarding PTBC Motion 3 Village gates
3.	1 May 2024	SCCSL CEO	Division 2 Candidate Naomi Fowler	Correspondence requesting assistance with crossroad on Sickle Avenue
4.	3 May 2024	Councillor Naomi Fowler Office	CEO - DSTG	Acknowledging Dale's email on behalf of Naomi Fowler
5.	7 May 2024	Councillor Naomi Fowler Office	CEO - DSTG	Formal response advising traffic lights on Sickle Ave have been raised

8. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	10 April 2024	Washingtonia Resident	PBC	4686 Broken window due to metal object.
2.	11 April 2024	Washingtonia Resident	PBC	4728 Solar Panel approval subject to RBC approval.
3.	12 April 2024	Schotia Island Chairperson	PBC EC	Dogs off leash formal correspondence to be sent to all residents.
4.	22 April 2024	SRB Engineering	PBC	Pontoon plans for 4737 regarding boat moored
5.	24 April 2024	PBC	Resident at 8026	Seapen pump-out noise unacceptable
6.	3 May 2024	Compliance SCCSL	PBC EC	Parking Compliance Breaches

9. General Business

8.1 PBC EGM Motions – June 2024

10. Next Meeting – Thursday 13th June 2024 at 9:00am

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 9th May 2024 – 9:00AM**

MOTIONS

1 Approval of PBC EC Minutes 11th April 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 11th April 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of FSC Minutes 19 April 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the FSC held on 19th April 2024 are duly noted.

Yes	
No	
Abstain	

3 Body Corporate ARC Report – 7th May 2024 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 7th May 2024.

Yes	
No	
Abstain	

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 7th May 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 7th May 2024.

Further **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 7th May 2024.

4 Body Corporate – Matters in Progress (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion

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

Yes	
No	
Abstain	

5 Body Corporate - Operations Report April 2024 (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC notes the Operations Report April 2024 as tabled.

Yes	
No	
Abstain	

6	Duly notes PBC Administrative Fund Budget and Contributions Year ending 31 October 2025 (Agenda Item 6.6)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion

THAT the PBC EC duly notes in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Administration Fund Budget for the year ending 31 October 2025 totalling \$11,505,865.73 + GST = \$12,656,452.31 to be approved, with the Administration Fund contributions to be determined at a rate of \$1,577.88 + GST = \$1,735.66 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$1,577.88 + GST = \$1,735.66	01.11.24 - 31.01.25	30.11.24
\$1,577.88 + GST = \$1,735.66	01.02.25 - 30.04.25	28.02.25
\$1,577.88 + GST = \$1,735.66	01.05.25 – 31.07.25	31.05.25
\$1,577.88 + GST = \$1,735.66	01.08.25 - 31.10.25	31.08.25

Yes	
No	
Abstain	

7	Duly notes PBC Sinking Fund Budget and Contributions Year ending 31 October 2025 (Agenda Item 6.7)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion

THAT the PBC EC duly notes in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Sinking Fund Budget for the year ending 31 October 2025 totalling \$2,415,009.77 + GST = \$2,656,510.75 be approved, with the Sinking Fund contributions to be determined at a rate of \$331.19 + GST = \$364.30 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$331.19 + GST = \$364.30	01.11.24 - 31.01.25	30.11.24
\$331.19 + GST = \$364.30	01.02.25 - 30.04.25	28.02.25
\$331.19 + GST = \$364.30	01.05.25 - 31.07.25	31.05.25
\$331.19 + GST = \$364.30	01.08.25 - 31.10.25	31.08.25

Yes	
No	
Abstain	

8	Duly notes PTBC Administrative Fund Budget and Contributions Year Ending 31 October 2025 (Agenda Item 6.8)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion

THAT the PBC EC duly notes in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

Yes	
No	
Abstain	

That the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Administration Fund Budget for the year ending 31 October 2025 totalling \$1,593,079.89 + GST = \$1,752,387.88 be approved, with the Administration Fund contributions to be determined at a rate of \$93.71 + GST = \$103.08 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$93.71 + GST \$103.08	01.11.24 - 31.01.25	30.11.24
\$93.71 + GST \$103.08	01.02.25 - 30.04.25	28.02.25
\$93.71 + GST \$103.08	01.05.25 - 31.07.25	31.05.25
\$93.71 + GST \$103.08	01.08.25 - 31.10.25	31.08.25

9	Duly notes PTBC Sinking Fund Budget and Contributions Year Ending 31 October 2025 (Agenda Item 6.9)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion

THAT the PBC EC duly notes in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

Yes	
No	
Abstain	

That the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Sinking Fund Budget for the year ending 31 October 2025 totalling \$1,052,300.00 + GST = \$1,157,530 be approved, with the Sinking Fund contributions be determined at a rate of \$61.90 + GST = \$68.09 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$61.90 + GST = \$68.09	01.11.24 - 31.01.25	30.11.24
\$61.90 + GST = \$68.09	01.02.25 - 30.04.25	28.02.25
\$61.90 + GST = \$68.09	01.05.25 - 31.07.25	31.05.25
\$61.90 + GST = \$68.09	01.08.25 - 31.10.25	31.08.25

10 Correspondence for Information (Agenda Item 7)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts the Correspondence for Information April/May 2024 as tabled.

Yes	
No	
Abstain	

11 Correspondence for Action (Agenda Item 8)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

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

Yes	
No	
Abstain	

GTP:202

Name of voter: _____

Signature of voter: _____ Date: _____

**MOTION
INFORMATION**



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 11 th April 2024
Meeting time:	09:02AM – 12:27PM
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: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)

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

The following members were present by Voting Paper:

The following members were present by Proxy:

Present by Invitation:

Mr Dale St George, CEO

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)

Mrs Brogan Watling (In-House Counsel)

Apologies:

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 7th March 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 7th March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	1

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

2 Approval of FSC Minutes 23 February 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the FSC held on 23rd February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

NOTE: Remove 'be accepted as a true and correct record of the proceedings of the meeting' and replace with 'are duly noted' moving forward.

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

3 Approval of FSC Minutes 22 March 2024 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the FSC held on 22nd March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

NOTE: Remove 'be accepted as a true and correct record of the proceedings of the meeting' and replace with 'are duly noted' moving forward.

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

4 Body Corporate ARC Report – 2nd April 2024 (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2nd April 2024.

Yes	5
No	0
Abstain	1

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2nd April 2024.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2nd April 2024.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 2nd April 2024.

NOTE: Recommend a copy of the DCBLs are at the meetings for quick reference.

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

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

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC notes the Matters in Progress Report March 2024/April 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:

426 – Cypress Point – Awaiting prices on boom gate, will advise accordingly.

430 – Blue Pipes – SS advised In lieu of painting the exposed pipes, quotations are obtained for the most cost-effective installation of aluminium powder-coated slat screens to conceal the pipes from view.

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

6 Body Corporate - Operations Report March 2024 (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC notes the Operations Report March 2024 as tabled.

Yes	6
No	0
Abstain	0

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

7 Finance – Banking Signatories – Mrs Mika Yanaka (Agenda Item 6.7) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Bank of Queensland Websaver account, originally opened through the Alexandra Hills branch, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

Yes	6
No	0
Abstain	0

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Macquarie Bank facility, which includes the At Call and term deposits accounts as controlled by the PBC and including authorising transactions related to the term deposits of individual RBC's as required, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

RESOLVED that the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Stratacash (administered by Bank of Queensland), which includes the operating accounts and term deposits accounts as controlled by the PBC, as well as authorising of transactions related to the RBC's to ensure the purchasing policy (as stipulated in the RBC purchasing policies) is adhered to, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to the Stratacash approval site also.

NOTE: Amendment of 'Mika Yanaka as Finance Manager'

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

Preamble

It's been noticed that the manager's personnel have been sending emails on behalf of the PBC without completing the message with the name and a salutation from the sender. It was understood by the EC that this practice was to cease when raised previously last year.

8 Email correspondence on behalf of the PBC requires senders' details (Agenda Item 6.8) ORDINARY RESOLUTION

Proposed by: PBC Chairperson **CARRIED**

RESOLVED that all correspondence, including emails, sent on behalf of the PBC by management personnel include the name of the person sending the correspondence, their salutation, position, and when a letter, their signature.

Yes	6
No	0
Abstain	0

NOTE: Amendment 'by BCS management'.

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

9 Survey of Harbours for Dredging – Stage 1 (Agenda Item 6.9) ORDINARY RESOLUTION

Proposed by: PBC Chairperson **CARRIED**

RESOLVED that the PBC EC recommends the PBC EGM approve the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372

Yes	6
No	0
Abstain	0

And further notes that specific due to the nature of 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).

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

10	Resignation of Tony Ellingford as PBC Treasurer and Executive Member (Agenda Item 6.10)	ORDINARY RESOLUTION
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Proposed by: PBC Secretary **CARRIED**

RESOLVED that the PBC EC accepts the resignation received by the Secretary, of Mr Tony Ellingford as the PBC Treasurer and Executive Committee member with immediate effect.

Yes	6
No	0
Abstain	0

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

11	Appointment of Paul Kernaghan to Treasurer with a motion at next PBC EGM (Agenda Item 6.11)	ORDINARY RESOLUTION
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Proposed by: PBC Secretary **CARRIED**

RESOLVED that the PBC EC appoints Mr Paul Kernigan to the position of Treasurer with a motion to be included in the next meeting of the PBC on Wednesday, 24th April 2024 for this appointment.

Yes	5
No	0
Abstain	1

NOTE: Amendment 'meeting of the PBC EGM'

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

12 Correspondence for Information (Agenda Item 7)**ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC notes and accepts the Correspondence for Information March 2024 as tabled.

NOTE: Amendment 'March/April' and add moving forward 'received to (last date)'. Recommended SF (Facilities Manager) attend future meetings for CFI if DSTG is absent.

Yes	6
No	0
Abstain	0

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

13 Correspondence for Action (Agenda Item 8)**ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

CARRIED

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

Yes	5
No	0
Abstain	1

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

Proposed by: PBC Chairperson

WITHDRAWN

RESOLVED that the date of the next PBC Extraordinary General Meeting will be Wednesday 24th April 2024 at 11am.

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

Yes	
No	
Abstain	

NOTE: Withdrawn as motion unnecessary due to annual PBC dates previously voted on and carried.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Peter Cohen			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Nicholas Eisenhut			

7. Correspondence for Information:

Item 4 – Tristania Security and grounds maintenance - should have been listed as Correspondence for Action. CM stated a comprehensive review should be conducted with the contractors and residents should be included. BE stated he conducts a quarterly review with SF out onsite with works that need attending to, other RBCs should be proactive and request a review with SF.

8. Correspondence for Action:

Item 1 – Sitewide Kerbing Zieria – Need more information regarding requirements with the application process. Questions raised by Zieria MN; **Annexure A attached.**

Item 2 – Ardisia proposed 200mm setback relaxation – Denied, MBC to draft decision notice on behalf of PBC.

Item 3 – Vessel moored at 4734 – PBC EC requiring more information on quay line before deciding. MBC to obtain.

Item 5 – Banksia Lakes Lot 18 relaxation rear boundary of 1 metre – Denied due to recommendation of EAR and keeping in line of Stage 2 DCBLs, MBC to draft decision notice on behalf of the PBC. **NOTE:** Brian Earp abstained from the decision and did not offer any input on the matter.

Item 6 – Approval of business from home – Denied due to RZABLs, MBC to draft decision notice on behalf of the PBC.

Item 7 – Schotia Dog Park – Need more information from the MN and what outcome they are seeking. DSTG to set up a meeting with MW and Mike (Security) to discuss further.

9. General Business

9.1 Peter Cohen (PC) announced his resignation from the PBC EC effective immediately, he remains on the PBC EGM as MN for Cassia.

9.2 PBC records motion for May PBC EGM, DSTG recommends the PBC EGM MN to go through the PBC EC members for access of records without fee, to ensure the workload doesn't exceed unnecessarily.

9.3 PBC EC approve payment plan from Grace for outstanding water levy for Lot 80 on the basis they pay any water bill moving forward in full, ensuring they don't fall further behind.

9.4 BW (In-House Counsel) attended meeting at 11:00am to discuss outstanding legal matters.

- BW to Brief Grace & Hynes regarding restitution claim Lot 155 and advise of fee to PBC for legal advice.
- PBC EGM motion for approval of expenditure for Grace to enforce compliance regarding Lot 37 & Lot 41.
- Advise Grace Lot 98 needs to comply with window being compliant. Security cameras are a civil dispute, which owners needs to sort out between themselves. The pontoon needs to be addressed by Mulpha.

9.5 Independent Governance Review, the PBC to add a motion for a review of the business.

10. Next Meeting – Thursday 9th May 2024 at 9:00am.

MEETING CLOSED @ 12:27PM

Chairperson:

IRRIGATION OF SECONDARY THOROUGHFARES

- **Is there a PBC rollout program (with cost estimates) to irrigate all secondary thoroughfares that are not irrigated and is there an allocation in the sinking fund for this work.**
- **Can a map be provided identifying the secondary thoroughfare areas that are not currently irrigated.**
- **Have some owners been told that they are obliged to irrigate the secondary thoroughfare verges adjacent to their properties as a condition of their development approval signoff.**
- **Is the developer obligated to install secondary thoroughfare irrigation as part of their subdivision works.**
- **Has the developer irrigated some secondary thoroughfare areas and if so can a map be provided showing the areas it has irrigated.**
- **For all future subdivisions, can secondary thoroughfare irrigation be included in their scope of works.**

**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, 19 April 2024
Meeting Chaired by: Mr Stephen Anderson
Meeting start time: 10.06am **Meeting finish time:** 10.38am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Stephen Anderson (SA)
 Ordinary Mr Mick McDonald (MM)

PRESENT BY PROXY

Mr Robert Hare proxy to Mr Mick McDonald

APOLOGIES

Ordinary Mr Tony McGinty (TM)

BY INVITATION

CEO Mr Dale St George (DSTG)
 EA to CEO Mrs Tamara Jones (minute taker)

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 22 March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	0

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

2	Action Items	CARRIED
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Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

Note:

- *Budget is in progress and on track, few adjustments to be made. Circular to be issued to the Company Board next week. SA queried if adjustments had been made for the contracts that will go out for tender this year. DSTG confirmed they had; landscaping in particular has received a considerable increase.*
- *FTTH report in progress.*
- *Purchasing policy review*

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

3	Selective Review	CARRIED
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Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

Note:

- *The SandMap invoice was chosen for the Selective Review for March 2024 who were tasked with the production of hydrographic survey plans and volume calculations from 2021 survey data.*
- *DSTG confirmed works have been completed and next steps are underway.*

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

4	PBC Financial Statements		CARRIED
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Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

Note:

- SA queried the status of the insurance claim for the damage that was sustained during the tornado on Christmas Day. DSTG confirmed this was still in progress, however the latest from the insurance company is that an estimated \$26k will be recovered. This has not been reflected in the financial statements as yet.

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

5	PBC Budget Variance Analysis		CARRIED
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Proposed by: The Chairperson

Yes	3
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 March 2024 as tabled.

Note:

- The Admin Fund is in a net surplus position of \$221.8k YTD.

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

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

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

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

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

8 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be Friday, 17 May 2024 at 10:00am.

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

GENERAL BUSINESS

N/A

Chairperson:

MOTION 6.3

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:	Tuesday, 7 May 2024		
Meeting chaired by:	Mrs Caroline Tolmie (CT)		
Meeting Start Time:	9:11am	Finish Time:	10:59am

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)	
Ordinary	Mr John Venn (JV)	
Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non - Voting	Mrs Caitlin Coombridge (CC)	Building Approvals Manager
Non – Voting	Ms Kira Cook (KC)	Building Approvals Assistant
Non – Voting	Mrs Jodie Syrett	Manager of Body Corporate

Apologies

Ordinary Mr Paul Lynam (PL)

Conflict of Interest

Nil conflicts were tabled by members.

Meeting Recorded

No

BUSINESS ARISING

2. 7010 Riverview Crescent- Fencing Relaxation Request

The ARC reviewed applicant query and advised that they require photos of both the existing fence and neighbours' fence, along with comments from the neighbours, are necessary before their request can be considered for approval.

3. 7307 Bayside Close – Second Story Relaxation

The ARC reviewed applicants request for second story relaxation and provided feedback. They have requested additional information including plans, prior to a relaxation being granted. Committee suggested applicant performs a preliminary assessment to gain further clarification on possible relaxations. As the prospective changes fall under a major relaxation a Notifiable Application would be required.

4. 4707 The Parkway – Height Requirement Relaxation

The ARC reviewed the provided query and advised they cannot provide comments as they are not the owner.

5. 4747 The Parkway – Landscape Open Space Relaxation

The ARC discussed applicant query regarding Site Coverage and advised that the proposed patio is not permitted as the relaxation request is too extensive.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 2 April 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

2 4885 Berkshire Crescent, Lot 55 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Swimming Pool application at 4885 Berkshire Crescent be approved by the Principal Body Corporate (PBC) subject to:

1. **Pool Height** – screen planting required to rear retaining wall; proposed planting to be confirmed in line with approved landscaping list;
2. **Pool Shell** – no information provided, material to be confirmed;
3. **Swimming Pool Filter Pump** - Location to be provided, must comply with by-law 2.16.5; and
4. **Stormwater Connection** - Pool equipment to be connected to legal point of discharge.

Yes	5
No	0
Abstain	0

To determine the Batter Zone, Building Approvals Team will communicate with Jeff Ray from Mulpha regarding the flood capacity of lake to the rear of property.

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

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for Preliminary Review - New Dwelling at 4707 The Parkway be approved by the Principal Body Corporate, subject to:

1. **Side Boundary Building Line** – Revised plans to indicate dimensions of side boundary setback; and
2. **Rear Wall Articulation** – Not compliant, rear wall must not exceed 10m.

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

Yes	5
No	0
Abstain	0

DRAFT

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for Preliminary Review for New Dwelling at 6278 Spyglass Hill be approved by the Principal Body Corporate, subject to:

1. **Site Coverage** – Not compliant at 42.07%. Amended plans to be provided with a maximum of 40% site coverage;
2. **Floor Space Ratio** – No information provided. FSR must not exceed 60% in accordance with by-law 2.5.2, calculation to be provided in revised plans;
3. **Thoroughfare Building Line** – Not compliant at 4.4m. Amended plans to be provided with a minimum of 6m setback;
4. **Front Façade Articulation** – Not Compliant at 12.26m. Amended plans to be provided with a maximum of 10m length;
5. **Side Boundary Building Line** – Not compliant at 2.35m as building is 7.832m above Natural Ground Level in one corner. Relaxation for garage only to be considering following neighbour consultation;
6. **Garage Located Within 1.5m of Side Boundary** – Not compliant at 11.96m, amended plans to be provided with a maximum length of 9m;
7. **Rear Building Line** – Not compliant at 6.973m due to angled rear boundary. Amended plans to be provided with a minimum of 10m;
8. **Rear Wall Articulation** – proposed rear building line not compliant due to angled rear boundary. Rear building line setback to be increased to 10m on amended plans; and
9. **Swimming Pool Setbacks** - No information provided. Setback must be a minimum of 1.5m in accordance with by-law 2.16.1, dimensions to be provided in revised plans.

Yes	5
No	0
Abstain	0

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

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for New Dwelling at 7104 Marine Drive East be approved by the Principal Body Corporate, subject to:

1. **Driveway** – To remain unchanged;
2. **Garbage Bin Enclosure** – Front gate must not be locked to allow access to garbage bins;
3. **Stormwater Connection** – No information provided. Must be connected to legal point of discharge; and
4. **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.
5. **Rear Building Line** – amended plans to be provided with approved relaxation of 1072mm.

Yes	5
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:

1. Site Coverage
2. Other Side Boundary Building Line on Controlled Aspect Lot
3. Rear Building Line – Original relaxation of 1072mm approved for relaxation. 800mm rear relaxation not approved.
4. Exterior Finish of Principal Structure and Class 10
5. Swimming Pool Setbacks
6. Ground Levels – relaxation approved provided planting is included under deck edge.

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

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 7110 Marine Drive East be approved by the Principal Body Corporate (PBC) due to:

1. **Site Coverage** – No information provided. Site coverage must be a maximum of 40% in accordance with by-law 2.4.2, calculation to be provided in revised plans;
2. **Floor Space Ratio** - No information provided. FSR must be a maximum of 60% in accordance with by-law 2.5.2, calculation to be provided in revised plans;
3. **Side Boundary Building Line** – BBQ enclosure setback to be confirmed, amended plans required to show required 1.5m side boundary setback;
4. **Finished Floor/Ground Levels** – Pool deck not compliant at 2.25m, neighbour consultation required;
5. **Retaining Walls** - Pool deck not compliant at 2.25m, neighbour consultation required;
6. **Landscape Open Space** - No plans provided. LOS must be a minimum of 30% in accordance with by-law 2.15.13, calculation to be provided on plans;
7. **Swimming Pool Setbacks** – Not compliant at 2.416m as property is abutting water. Amended plans to be provided with a minimum of 2.5m;
8. **Pool Height** – Not compliant at 2.225m above ground level. Neighbour consultation required for consideration;
9. **Volumetric Capacity of the Batter Zone** – Calculations have not yet been provided. Calculations to be provided to show the flood storage of the batter zone is not diminished as a result of the works. The calculations provided must be to the top of the slope, not to GCCC requirements;
10. **Privacy For Neighbouring Lots** - Pool deck will affect privacy. Neighbour consultation required for relaxation; and
11. **Stormwater Connection** - Must be connected to legal point of discharge.
12. **Side Fencing** – Amened plans to provide details of side fence changes.

Yes	5
No	0
Abstain	0

In making this recommendation, the ARC notes to the PBC that the following requirements have been waived:

1. Side Boundary Building Line (Entry Pergola) - with neighbour consultation
2. Length of Wall Facing Side Boundary
3. Rear Building Line Shade Structures or Similar – with neighbour consultation
4. Housing Groups

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

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 5716 Observation Crescent be approved by the Principal Body Corporate (PBC) due to:

1. **Principal Structure Height** – No information provided. Amended plans to be provided indicating existing and proposed elevations;
2. **Site Coverage** - No information provided. Site coverage must be a maximum of 40% in accordance with by-law 2.4.2, calculation to be provided in revised plans;
3. **Floor Space Ratio** - No information provided. FSR must be a maximum of 60% in accordance with by-law 2.5.2, calculation to be provided in revised plans;
4. **Swimming Pool Fence** - In accordance with requirements of local authority;
5. **Exterior Finish and Colours** – Additional information required. Amended plans to be provided outlining proposed materials and colours;
6. **Fascia, Trim, Exposed Metalwork and Colours** - No information provided. Amended plans to be provided outlining proposed materials and colours;
7. **Roof of Principal Structure and Class 10** - No information provided. Amended plans to be provided outlining proposed materials;
8. **Screened Enclosures, Open Roofed Structures and Secondary Structures** - No information provided. Amended plans to be provided with proposed dimensions and materials;
9. **Finished Floor/Ground Levels** – Retaining wall on side boundary not compliant at 1.5m. Amended plans to be provided with a maximum of 0.5m above Natural Ground Level;
10. **Retaining Walls** – Not compliant at 1.5m. Amended plans to be provided with a maximum of 1m.
11. **Pool Height** – No information provided. Amended plans to be provided with dimensions outlined;
12. **Swimming Pool Filter Pump** – No information provided. Amended plans to be provided outlining location;
13. **Garbage Bin Enclosure** – No information provided. Amended plans to be provided to confirm any changes;
14. **Address Numbers** - No information provided. Amended plans to be provided to confirm any changes; and
15. **Letter Box** - No information provided. Amended plans to be provided to confirm any changes.
16. **Landscaping** – Scaled landscaping plan to be provided.

Yes	5
No	0
Abstain	0

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

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 4631 The Parkway be approved by the Principal Body Corporate (PBC) due to:

1. **Fences** – North fence not compliant at 1.7m, neighbour consultation required for consideration;
2. **Swimming Pool Fences** - In accordance with requirements of local authority;
3. **Exterior Finish and Colours** - No information provided. Amended plans to be provided outlining proposed materials and colours;
4. **Fascia, Trim, Exposed Metalwork and Colours** - No information provided. Amended plans to be provided outlining proposed materials and colours;
5. **Roof of Principal Structure and Class 10** – Additional information required. Amended plans to be provided outlining proposed colours;
6. **Character Zones and Housing Groups** – Additional information required. Amened plans to outline colours used on proposed BBQ Pavilion;
7. **Stormwater Connection** - No information provided. Must be connected to legal point of discharge.
8. **Windows** – Windows on upper level facing side boundary not permitted. Amended plans to be provided.
9. **Roof Extension** – Roof extension not permitted as it overhangs into neighbouring property. Amened plans to be provided.

In making this recommendation, the ARC notes to the PBC that the following requirements have been waived:

1. Rear Building Line – Alfresco approved. BBQ Pavilion requires neighbour consultation.
2. Side Boundary Building Line – BBQ Pavilion, with neighbour consultation

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

Yes	5
No	0
Abstain	0

10 Executive Architect / Building Approvals Manager recommendations – ending 30 April 2024

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 30 April 2024.

- 1. 5232 Bay Hill Terrace, Lot 84 Colvillia**
Application for Solar Panels
- 2. 8834 The Point Circuit, Lot 4 Alyxia**
Application for Pontoon
- 3. 8870 The Point Circuit, Lot 10 Justicia**
Application for Pontoon
- 4. 5413 Marion Terrace, Lot 55 Colvillia**
Release of Compliance Agreement Fee – Exterior Paint
- 5. 5415 Marion Terrace, Lot 54 Colvillia**
Release of Compliance Agreement Fee – Exterior Paint
- 6. 5330 & 5332 Marine Drive North, Lots 95 & 96 Roystonia**
Release of Compliance Agreement Fee – Exterior Paint
- 7. 5318 Marine Drive North, Lot 89 Roystonia**
Release of Compliance Agreement Fee – Roof Restoration
- 8. 5950 Bracken Lane, Lot 104 Cassia**
Release of Compliance Agreement Fee – Major Alterations

Yes	5
No	0
Abstain	0

Note – Item 7:
CE advised that roof decal has not been reinstated. Building Approvals Team to follow up.

11 ARC Recommendations to the PBC – 7 May 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 7 May 2024.

Yes	5
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

6.1 PBC Neighbours Relaxation Consent Form:

ARC reviewed form; no additional comments were made. Document has been approved for roll out.

6.2 Landscaping List:

- a) ARC requested for disclaimer to added stating that it remains the owner’s responsibility to do independent research regarding soil type.
- b) ARC requested for exclusion list to be added as a standard clause.

Name of voter: _____

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

DRAFT

MOTION 6.4

As at 3 May
2024



#	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 Teams meeting held 22/4/24 with SS, CT, AL, EAR, JS to discuss changes 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 – parking bays being installed. o Parking bays have been installed 	On hold
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Mulpha will commence works on the infrastructure for the gates and the townhouse development opposite. o Works expected to take three months. o Gate structure postponed until June 2024 after the boat show. o Gates structure and design, the mirror image of the Pines. o Awaiting on approved traffic plan & WH&S before release. o Confirmation is required by Mulpha whether the Primary Thoroughfare can be approved for change without council approval? o SC Resort Proposed use plan amendment gazetted and communicated on 2nd April 2024 	Commencing



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
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 holding a town meeting, presentation similar to the PBC meeting on 8th May 2024. 	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 temporary lighting. o Gate opened later during warmer weather. o Awaiting prices on boom gate o Pothole Repairs completed 	Recommend Removal
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 Work has now commenced 2024, Est Mid/End April o Works completed 	Recommend Removal
428	05/23	No recent thefts, however, situation is being monitored	SECURITY	<ul style="list-style-type: none"> o Monthly Community Newsletter. 	Recommend Removal
429	05/23	OptiComm Sale	PBC	<ul style="list-style-type: none"> o Update of possible OptiComm sale 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



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
430	11/23	Exposed Blue Pipes (Pressure management System)	PBC	<ul style="list-style-type: none"> o DSG advised awaiting a second quote to have the pipes in question painted. o Est works – April 2024 o In Lieu of painting the exposed pipes, quotations are obtained for the most cost-effective installation of aluminium powder-coated slat screens to conceal the pipes from view. o Pipes have been painted, screening to be considered soon. 	Ongoing
431	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> o Purchasing policy to be updated – Finance Manager and CEO. 	Ongoing

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

OPERATIONS REPORT – APRIL 2024

Key Performance Indicators

Positive / Actioned	Watch / Ongoing	Negative / Not Started
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Sanctuary Cove Community Services Limited and its wholly owned subsidiaries as of April 2024

Net Expenditure Statement	Security	Security	Community & Others	Community & Others	Combined Annual Budget	Combined Annual
	YTD	Budget YTD	YTD	Budget YTD	FYF	Budget
Income						
Management Fees	1,919,395	1,917,645	1,362,934	1,362,932	6,126,048	6,126,048
Other services & interest	50,551	41,578	42,043	12,750	187,680	112,429
Total Income	1,969,947	1,959,223	1,404,977	1,375,682	6,313,728	6,238,477
Expenditure						
Employee expenses	1,562,997	1,614,865	1,165,894	1,107,115	5,451,536	5,433,438
Other	279,350	324,819	238,830	220,377	862,192	805,039
Total Expenses	1,842,347	1,939,684	1,404,725	1,327,492	6,313,728	6,238,478
Net operating Saving / (Cost)	127,599	19,539	252	48,190	(0)	-
YTD + / - movement compared to budget		108,061		(47,938)		0

- Additional staff expense to fill in for maternity leave.
- Company and Security on track to achieve Year end Budgets.
- FYF projection updated due to additional fees.

Principal Body Corporate (Expense Variances) as of April 2024

Principal Body Corporate (PBC) - Administration Fund
For the year period 1 November 2023 to 30 April 2024

The Admin Fund YTD has resulted in a net deficit position of \$9.4k, \$45.2k (82.8%) favourable to the YTD budget. Total expenses incurred YTD \$5.1m, \$4k (0.5%) unfavourable to budget.

Principal Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Admin- bank charges	2,033	5,007	2,974	59.4%	
Admin- software licence costs	18,151	16,639	(1,512)	(9.1) %	1
Admin- meetings	456	360	(96)	(26.6) %	2

Admin- IT Monthly Maintenance	14,543	16,165	1,622	10.0%	
Admin- postage	18,892	18,326	(566)	(3.1) %	3
Admin- print/copy costs	3,520	6,000	2,480	41.3%	
PTBC Levy- Administration Fund	311,000	311,000	-	0.0%	
PTBC Levy- Sinking Fund	223,800	223,800	-	0.0%	
Management Fees	683,555	683,555	-	0.0%	
Security services	1,790,307	1,790,307	-	0.0%	
Admin- Filing Fee	(655)	500	1,155	231.1%	
Network Manager Service Fees	226,875	181,609	(45,266)	(24.9) %	4
Consultants	3,256	15,000	11,745	78.3%	
Legal Services	24,146	75,000	50,854	67.8%	
Cleaning	8,548	10,000	1,452	14.5%	
Electrical- contract	55,184	62,947	7,762	12.3%	
Electrical- Materials/Machinery	17,641	20,000	2,359	11.8%	
Gross Pollutant Trap- Mtce	12,069	18,728	6,660	35.6%	
Grounds & Garden- contract	420,820	465,544	44,724	9.6%	
Grounds & Garden- other	38,842	25,000	(13,842)	(55.4) %	5
Grounds & Garden- mulching	23,375	12,500	(10,875)	(87.0) %	6
Grounds & Garden- tree management	82,519	12,500	(70,019)	(560.2) %	7
Hire/Rental- Facilities Compound	35,000	47,500	12,500	26.3%	
Insurance- Brokerage	5,923	6,356	433	6.8%	
Insurance Excess	10,000	5,000	(5,000)	(100.0) %	8
Insurance Premiums	87,458	100,897	13,439	13.3%	
Irrigation- contract	42,248	56,136	13,889	24.7%	
Irrigation- materials/machinery	7,985	18,750	10,765	57.4%	
Irrigation- Golf Lakes Maintenance	28,075	5,000	(23,075)	(461.5) %	9
Irrigation- A class water usage	15,811	68,985	53,174	77.1%	
Pest control	660	5,335	4,675	87.6%	
Plumbing- contract	58,561	68,716	10,155	14.8%	
Plumbing- materials/machinery	77,839	62,500	(15,339)	(24.5) %	10
Motor Vehicle / Buggy Expenses	2,466	7,500	5,034	67.1%	

Repairs & Maintenance	9,150	17,500	8,350	47.7%	
R&M- Harbour	6,800	10,000	3,200	32.0%	
R&M- CCTV	-	2,500	2,500	100.0%	
Roads	25,595	22,500	(3,095)	(13.8) %	11
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	35,355	32,902	(2,453)	(7.5) %	12
Signage	2,520	2,000	(520)	(26.0) %	13
Waste Removal- contract	423,583	428,839	5,256	1.2%	
Waste Removal- other	4,812	15,000	10,188	67.9%	
Land Holding- rates	7,443	7,251	(192)	(2.6) %	14
Utilities- electricity/gas	77,790	76,076	(1,713)	(2.3) %	15
Water Charges	173,038	42,500	(130,538)	(307.1) %	16
Water Billing	5,831	5,610	(221)	(3.9) %	17
Water Meter Reads	7,165	10,000	2,835	28.3%	
Total Expenditure	5,129,980	5,125,840	(4,141)	(0.1) %	

Notes:

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade \$8,211, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – Meetings: Meeting and communication related costs – timing variance
3. Admin – Postage: Postage costs including water billing – timing variance.
4. Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits, multiple FTTH installations and materials held- timing variance.
5. Grounds & Garden Other: Garden Upgrade – Edgecliff Drive, Cassia Park Pump station clean up, Various turf rectifications – Xmas Day storm
6. Grounds & Garden Mulching: **Spyglass Hill/The Parkway Tree pits**
7. Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, The Point Circuit Palm pruning and shaping. Insurance claim in progress for storm damage and rectification works currently pending assessment from the insurer. No change from prior month
8. Insurance excess: Excess charged in water leak repair claim.

9. Irrigation – Golf Lakes Maintenance: Budget assumed A Class water usage. A water management plan was introduced which is offset by the savings in A class water.
10. Plumbing – materials & maintenance: Materials (Stock), leak detection, vacuum trucks to undertaken repairs for multiple water leaks – timing variance.
11. Roads: Muirfield Place lane way and buggy path repairs, and Schotia Island Bridge footpath repair works
12. Road Sweeping: Contract price effective from November was higher than the projected budget.
13. Signage: Street signs and sign brackets – timing variance
14. Land Holding – rates: Actual rates higher than the projected budget.
15. Utilities – Electricity/gas: Electricity rates increases.
16. Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads and cost of credits applied for water leak relief to residents – no change from prior month.
17. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.

Aged Debtors:

- o Mutual revenue receivables \$3.9k: \$3.3k in current, and \$0.6k in debt recovery process
- o Second Debtors \$4.6k, all of which are current

Aged Creditors:

- o Creditors balance is \$1.86m, \$1.72m is current with \$0.14m held in retention for Hydro Vision.

Principal Body Corporate Sinking Fund Expenditure and Forecast

Project	2023/24 Approved Budget					Balance 31.10.24
	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure	
Annual Contribution - as per AssetFinda		2,344,670		1,172,322		
Interest received - excluding YTD Tax		67,858		115,913		
Total Including Interest		2,412,527		1,288,234		
Levy per 1823 lots		1,286				
% Change		0				
Spend per Asset Finda						
Sinking Fund Accumulation Contributions	-	-				-
Bridges_PBC	454,511	100,000		-	-	554,511
Electrical_Lights_PBC	810,307	-	(200,000)	(271,259)	-	539,048
Facilities_Equip	-	10,000	(1,460)		(1,460)	
FTTH_PBC	266,491		(40,000)	-	(40,000)	226,491
Harbour_PBC (including revetment walls)	875,431	-	-	(11,863)	-	863,568
Hydraulic & Electrical Supplies (inc vehicles for	(8,042)	45,000	-	(3,350)	-	33,607
Irrigation_Control_PBC (inc A Class water)	(1,569,718)	1,110,009	-	(35,917)	-	(495,626)
Irrigation_Mains_PBC	306,527	(306,212)	-	-	-	315
Irrigation_Valves_PBC	91,058	10,000	(31,791)	-	(31,791)	69,267
Kerb_PBC	145,507	100,000	(750,000)	(244,647)	(505,353)	(504,493)
Landscape_PBC (including parks and playgrounds)	200,406	350,000	(73,920)	(169,911)	-	380,495
Path_PBC	628,818	127,785	(240,000)	-	(240,000)	516,603
Pumps_PBC	142,199	50,000	(60,000)	(42,188)	(17,812)	132,199
Reports	156,525	20,000	(30,000)	-	(30,000)	146,525
Roads_PBC (including parking)	548,592		-	(31,695)	-	516,897
Security_System_PBC (including alarm monitoring)	82,209	697,078	(445,068)	26,464	(471,532)	334,219
Stormwater_Line_PBC	362,710		-	-	-	362,710
Stormwater_Point_PBC	255,646	-	-	(7,680)	-	247,966
Switchboard_Meter_PBC	209,171	53,868	(67,943)	-	(67,943)	195,096
Wall_Fences_PBC (including gates)	97,749	10,000	-	(9,850)	-	97,899
Wastewater_Line_PBC	450,000	50,000	-	-	-	500,000
Wastewater_MH_PBC	441,133	25,000	-	-	-	466,133
Wastewater_RM_PBC	340,000	40,000	-	-	-	380,000
Water_Lines_PBC	224,439		-	(12,455)	-	211,984
meters)	355,221	75,000	(250,000)	(12,973)	(237,027)	180,221
WW_H_Connection_PBC	318,539	(200,000)	-	-	-	118,539
New Asset - Facilities Compound	-	-	-	-	-	-
Vehicles	(47,989)	45,000	-	(2,160)	-	(5,149)
Total Spend	6,137,439	2,412,528	(2,190,182)	(829,484)	(1,642,918)	6,069,025
			Sinking Fund Surplus			6,069,025

Primary Thoroughfare Body Corporate (PTBC) - Administration Fund

For the year period 1 November 2023 to 30 April 2024

The Admin Fund YTD has resulted in a net deficit position of \$86.5k, \$40.4k (87.7%) unfavourable to the YTD budget. Total expenses incurred YTD \$853k, \$40.5k (5%) unfavourable to budget.

Primary Thoroughfare Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FZ2024 Budget	Variance \$	Variance %	Notes
Accounting- audit	59	-	(59)	-	1

Admin- bank charges	61	105	44	41.7%	
Admin- software licence costs	9,347	6,812	(2,535)	(37.2) %	2
Admin- meetings	262	183	(79)	(43.5) %	3
Admin- IT Monthly Maintenance	5,304	5,500	196	3.6%	
Admin- postage	52	120	68	56.5%	
Admin- print/copy costs	658	600	(58)	(9.7) %	4
Management Fees	206,711	206,711	-	0.0%	
Security services	40,302	40,302	-	0.0%	
Admin- Filing Fee	96	-	(96)		5
Consultants	-	5,000	5,000	100.0%	
Legal Services	-	5,000	5,000	100.0%	
Cleaning	2,400	-	(2,400)		6
Debt Collection Fees	-	250	250	100.0%	
Electrical- contract	14,124	13,524	(601)	(4.4) %	7
Electrical- Materials/Machinery	13,490	8,100	(5,390)	(66.5) %	8
Fire Protection- audit/inspect	2,662	2,233	(429)	(19.2) %	9
Fire Protection- R&M	516	-	(516)		10
Gross Pollutant Trap- Mtce	1,169	786	(383)	(48.7) %	11
Grounds & Garden- contract	96,791	92,773	(4,018)	(4.3) %	12
Grounds & Garden- other	32,717	22,500	(10,217)	(45.4) %	13
Grounds & Garden- mulching	15,033	20,000	4,968	24.8%	
Grounds & Garden- tree management	31,462	15,000	(16,462)	(109.7) %	14
Insurance- Brokerage	687	2,243	1,556	69.4%	
Insurance Premiums	40,980	86,187	45,207	52.5%	
Irrigation- contract	18,086	24,446	6,360	26.0%	
Irrigation- materials/machinery	1,759	10,000	8,241	82.4%	
Irrigation- Golf Lakes Mtce	36,489	15,600	(20,889)	(133.9) %	15
Irrigation- A class water	5,270	22,995	17,725	77.1%	
Pest Control	640	1,100	460	41.8%	
Plumbing- contract	8,351	6,566	(1,786)	(27.2) %	16
Plumbing- materials/machinery	1,732	8,000	6,268	78.4%	

Mtce- animal management	74,814	50,000	(24,814)	(49.6) %	17
Repairs & Maintenance	11,213	7,500	(3,713)	(49.5) %	18
Repairs & Mtce- air conditioning	1,430	2,750	1,320	48.0%	
Repairs & Mtce- electrical	2,630	2,500	(130)	(5.2) %	19
Repairs & Mtce- fences	1,020	3,500	2,480	70.9%	
Repairs & Mtce- gates	24,398	22,500	(1,898)	(8.4) %	20
Repairs & Mtce- CCTV	-	2,500	2,500	100.0%	
Roads	2,680	15,000	12,320	82.1%	
Road Sanding	19,765	21,218	1,453	6.8%	
Road sweeping	12,876	10,648	(2,228)	(20.9) %	21
Signage	318	1,750	1,432	81.9%	
Waste Removal- other	323	2,000	1,678	83.9%	
Land Holding- land tax	10,313	-	(10,313)		22
Land Holding- rates	3,560	3,610	49	1.4%	
Utilities- electricity/gas	49,086	44,623	(4,463)	(10.0) %	23
Utilities- water	51,602	-	(51,602)		24
Water Meter Reads	-	51	51	100.0%	
Total Expenditure	853,241	812,785	(40,456)	(5.0) %	

Notes:

18. Accounting Audit – FY2023 actual audit fee variance from travel costs
19. Admin – software licence costs: AssetFinda update costs requiring server upgrade \$3,519, monthly fee has been negotiated down to minimise total cost impact.
20. Admin – meetings – Annual fee recognised in January – timing variance.
21. Admin – print/copy costs – Printing costs incurred – timing variance.
22. Admin – filing fee – Titles search – no change from prior month.
23. Cleaning – Contractor’s compound cleaning fees unbudgeted due to completion of the compound in late 2023.
24. Electrical contract – minor variance billing cycles are fortnightly, with 3 fortnights in January and additional work due to storms.
25. Electrical – Materials/Machinery – Inground upright repairs, general street lighting and electrical pit repairs

26. Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound – no change from prior month.
27. Fire Protection – R&M – Smoke alarm service and replacement.
28. Gross Pollutant Trap – Mtce – Maintenance works – timing variance
29. Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
30. Grounds & Garden – Other – Perimeter Fence Slashing, Entry lakes inspection/treatment
31. Grounds & Garden Tree management – Palm cleaning, Village to Security, Stormwater swale works (Buddeh St, and Entry Blvd)
32. Irrigation Golf Lakes Maintenance – Water management plan offset by savings in Irrigation-A class water, Bathymetric Survey costs.
33. Plumbing Contract – minor variance billing cycles are fortnightly, with 3 fortnights in January.
34. Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
35. Repairs & Maintenance – UPS Maintenance
36. R&M electrical – Load testing performed in January – timing variance.
37. R&M gates –Address Gate damage seeking reimbursement from offender.
38. Road Sweeping: Contract price effective from November was higher than the projected budget.
39. Land Holding – Land tax – annual fee budgeted in October, recognised monthly – timing variance.
40. Utilities – electricity/gas: Rate increases higher than the projected budget.
41. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads.

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance is nil.
- Second Debtors receivables balance is nil.
 - Provision for doubtful debts balance \$1,815 comprising of the following:
 - Simon Mudnic \$643.50
 - Danny Dearnis \$1,171.50
- Creditors balance is \$175k of which the majority is current at 167.5k except for 2 invoices of \$7.5k between 30-60 days, received after last payment run of the month which will clear in May.

Primary Thoroughfare Body Corporate Sinking Fund Expenditure and Forecast

Project	Balance 31.10.23	Budgeted Spend	Budgeted Spend	YTD Actual	Projected Expenditur	Budget Balance 31.10.24
Annual Contribution - as per AssetFinda		951,150		475,575		
Facilities Compound rental		70,000		35,000		
Livingstonia Path rental		25,000				
Interest received		13,632		23,547		
Total Including Interest		1,059,782		534,122		75,139
Levy per 4250 lots		224				
% Change		11.90%				
Spend per Asset Finda						
Sinking Fund Accumulation Contributions						0
Bridges_PTBC	141,101	50,000		(62,881)	-	128,220
Buildings_PTBC	9,412	-	(35,270)	-	(35,270)	(25,858)
Electrical_Lights_PTBC	155,762	150,000		(78,930)	-	226,832
Facilities Equipment_PTBC	-	1,000	(166)	-	(166)	834
FTTH_PTBC	554,200	171,000		-	-	725,200
Harbour_PTBC (including revetment walls)	-	-		-	-	-
Hydraulic & Electrical Supplies	(5,583)	-		(1,303)	-	(6,886)
Irrigation_Control_PTBC (inc A Class water)	(247,121)	295,525		(8,652)	-	39,752
Irrigation_Mains_PTBC	315,525	(315,525)		-	-	0
Irrigation_Valves_PTBC	88,015	-	(1,936)	-	(1,936)	86,079
Kerb_PTBC	(166,393)	20,000		(3,340)	-	(149,733)
Landscape_PTBC (including parks and playgrounds)	571,799	20,000	(30,000)	(96,300)	-	495,499
Path_PTBC	347,765	1,000	(207,000)	-	(207,000)	141,765
Pumps_PTBC	(27,459)	21,598	(10,000)	(5,915)	(4,086)	(15,862)
Reports	64,348	-	(20,000)	(17,000)	(3,000)	44,348
Roads_PTBC (including parking)	(180,403)	-		-	-	(180,403)
Security_System_PTBC	21,133	2,000		(100,315)	-	(77,182)
Stormwater_Line_PTBC	50,000	-		-	-	50,000
Stormwater_Point_PTBC	37,100	-		-	-	37,100
Switchboard_Meter_PTBC	90,000	-	(12,100)	-	(12,100)	77,900
Wall_Fences_PTBC (including gates)	(245,832)	292,148	(350,000)	(193,661)	(156,339)	(303,684)
Wastewater_Line_PTBC	413,712	-		-	-	413,712
Wastewater_MH_PTBC	-	-		-	-	-
Wastewater_RM_PTBC	-	-		-	-	-
Water_Lines_PTBC	150,000	-		(8,960)	-	141,040
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	-	(10,000)	-	(10,000)	(103,110)
WW_H_Connection_PTBC	71,120	-		-	-	71,120
Building-Contractors Compound	(640,025)	351,036		-	-	(288,989)
Vehicles	(23,464)	-	-	-	-	(23,464)
	-					-
Total Spend	1,451,601	1,059,782	(676,472)	(577,256)	(429,897)	1,504,230

Employee Numbers

Department	Budgeted	Actual
Body Corporate	16.5	17.1
Security	33.0	31.2
Total	49.5	48.3

Invested Cash Position

Account	Bank	Actual Holding	Interest Rate %	Interest Received YTD
PBC – Administration Fund	BOQ	18,615		-
ARC - Administration Fund	MBL	416,000		-
PBC – Sinking Fund (at call)	Macquarie	1,673,147	2.90%	22,714
PBC – Sinking Fund (at call)	BOQ	966	0.00%	-
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	11,519
PBC – Sinking Fund Term Deposit	Macquarie	1,000,000	4.70%	23,056
PBC – Sinking Fund Term Deposit	Macquarie	250,000	2.90%	6,614
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	11,519
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	9,080
PBC – Sinking Fund Term Deposit	Macquarie	500,000	2.90%	9,753
PBC – Sinking Fund Term Deposit	BOQ	3,500,000	4.80%	81,923
PTBC – Administration Fund	BOQ	7,188		-
PTBC – Sinking Fund (at call)	Macquarie	1,283,909	2.90%	20,900
PTBC – Sinking Fund (at call)	BOQ	1,007	0.00%	-
PTBC – Sinking Fund Term Deposit	BOQ	500,000	4.70%	11,282
SCCSL	Macquarie	163,102	2.90%	7,896
SCCSL	Macquarie	10,000	NA	
SCCSL	Macquarie	481,500	NA	
SCCSL	CBA	5	NA	
Security	Macquarie	455,691	2.90%	11,203
Security	Macquarie	200,000	4.70%	6,732
Security	CBA	-		
Security	CBA	2,242		

Term deposit rates compared at each rollover and terms considered to maximize return on investment with combined use of a call accounts providing current interest returns of 2.9%.

Finance Team Activities

- Periodic review of current finance policies and associated procedures and controls. Ongoing
- Preparation of Request for Proposals (“RFP”) for financial statement audits for companies and Body Corporate entities for the FY2024 year onwards. 7 RFPs were sent and received 3 Proposals, currently reviewing proposals for the board to review.
- Stratamax Invoice Hub to be reviewed and considered for streamlining invoice approvals. On going.

Efficiencies

- Currently reviewing accounting platform with consideration of upgrading to the next version which allows consolidation for the companies without the need to log in and out of each company, minimising duplication of tasks, increasing efficiencies and mitigating manual errors. Ongoing – reviewing implementation timing.
- Review of current payroll and time and attendance software due to the identification of inefficiencies in the current programs requiring additional manual tasks to complete the fortnightly payroll process. Currently waiting on demonstrations from various SAAS providers to ensure all applications considered meet the minimum requirements of both Community Services and Security Services. Deep dive demonstrations completed – additional requirements submitted for SAAS providers to confirm capability received. Final confirmations of requirements before completion of review and recommendation to management.

SECURITY SERVICES

Security Statistics (from the 1st of Nov 2023)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2024	354	1074	308	1736	84	130	624	1007	172
YTD 2023	268	924	334	1526	97	110	989	867	101

Valet Services (March 2024 – YTD 2024)

	April 2024		April 2023		Year to Date 2024	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	16	\$128.00	17	\$136.00	69	\$552.00
Long Term Rental	2	\$200.00	8	\$950.00	35	\$4,750.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Re arm	5	\$190.00	2	\$76.00	28	\$1,085.00
Other	2	\$76.00	0	\$0.00	20	\$844.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	2	\$550.00	13	\$3,575.00	17	\$4,675.00
Total	27	\$1,144.00	40	\$4,737.00	169	\$11,906.00

Key Performance Indicators based on approved Operating Plan 2023/2024

Specific Monthly KPO's:	
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<ul style="list-style-type: none"> ➤ Review CCTV cameras approved for Stage 2 Security Technology. ➤ Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025 ➤ Review Emergency Management Plan <p>Ongoing Monthly KPOs:</p> <ul style="list-style-type: none"> ➤ Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month. ➤ Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels. ➤ Attended to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes. ➤ Provide Gate access at a monthly average of 27,359 based on a yearly access of 328,315. ➤ Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults, and consult with owners to rectify, forward non-compliance to Body Corporate ➤ By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide monthly statistics in Security Report. ➤ Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection. ➤ Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistics in Security Report. ➤ Short- and Long-Term Rental checks. ➤ Parks and open space checks. ➤ Review of Operational procedures. ➤ Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report. 	<p>Stage 2 CCTV – review completed, waiting for final report C-Cure Systems. 3rd vehicle to be inspected onsite May.</p> <p>Completed</p> <p>Items Actioned – refer to statistics.</p>
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<ul style="list-style-type: none"> ➤ Measure Valet Services and provide monthly statistics in Security Report. ➤ Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant. ➤ Attending and contributing to senior management meetings and planning. 	
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Residential Zone Activity By-Laws – Issue of Vehicle Parking Reminder Notices

In April there were 290 Parking Infringement "Reminder Notices" issued, compared to 125 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Ardisia	118	18	Roystonia	4	2
Zieria	33	7	Acacia	3	2
Plumeria	23	12	Livingstonia	3	0
Tristania	17	12	Banksia Lakes	2	0
Admin	15	0	Colvillia	2	12
Alpinia	14	11	Darwinia	2	0
Araucaria	10	5	Harpullia	2	10
Washingtonia	9	9	Adelia	1	3
Molinia	8	3	Cassia	1	2
Schotia Island	8	8	Caladenia	0	2
Bauhinia	6	3			
Fuschia	5	0			
Felicia	4	4			
	270	92		20	33

Speed Sign/Camera

In April, a total of 23 instances of speeding were detected. For breaches that occurred during March and April, 12 Residents and 1 Visitor have been issued Speeding Notices for a first offence.

Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59	60- 69 km/h	70 + km/h	Total Stats
YTD 2022	267,787	54,985	11,143	2,191	381	111	336,598
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	187,938	46,562	8,151	1,526	227	56	244,460
Total	823,301	185,134	35,052	6,505	1,103	262	1,051,357
% Current YTD	76.88%	19.05%	3.33%	0.62%	0.09%	0.03%	100.0%
Feb 2024	31,296	7,362	1,386	281	35	23	40,383
Mar 2024	32,438	7,675	1,463	255	19	12	41,862
Apr 2024	29,295	6,707	1,234	277	46	9	37,568
% Current MM	77.98%	17.85%	3.28%	0.74%	0.12%	0.03%	100.0%

Highest Speed

Location	Speed km/h	Date	Time
1019 Edgecliff	57	22.04.24	1530 hrs.
2204 The Parkway	78	16.04.24	2200 hrs.

Operational

Security dealt with twenty-nine incidents for the month - 18 General and 11 Medical.

Eighteen (18) General Incidents:

- a) Six (6) were Person related including:
 - 1. Two restaurant patrons in the Village refusing to leave.
 - 2. A resident verbally abused by another resident at an entry gate.
 - 3. A woman who walked into the residential area through an open exit gate
 - 4. A noise complaint at the Hotel
 - 5. A domestic argument at the Hotel; and
 - 6. A resident's dog that was attacked in Schotia Park by unleashed dogs.

- b) Eight (8) were Vehicle related including:
 - 1. A vehicle that forced open The Address Gate
 - 2. A tinny found adrift in the Coomera River
 - 3. A boom that lowered onto a vehicle
 - 4. A vehicle that ran over wooden bollards on the Boulevard
 - 5. A parked car that was egged overnight in the residential area.
 - 6. Two vehicles that tailgated at a residential gate; and
 - 7. A student who alleged a car followed her briefly while walking home.

- c) Four (4) were Property related including:
1. Minor damage to a reed and sphere ornament on the Boulevard
 2. A landscaper damaged a house window.
 3. Front doors to the IGA found unlocked; and
 4. A PIR alarm activation in the Village.

There were eleven (11) Medical incidents with all of them involving residents. Out of these incidents, eight patients required transportation to the hospital by QAS for further treatment.

67 Complaints were received:

	Apr 2024	Mar 2024	Feb 2024	Jan 2024
Residents	33	28	27	17
Subject not located	10	12	9	9
Rentals	14	9	5	7
PBC/Village/Hotel	10	6	10	4
TOTAL	67	51	37	50

Marine Patrols

There were 396 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 18 dayshifts and 18 nightshifts.
- b) Eden was deployed on 2 dayshifts and 0-night shifts.

April 2024	Haven	Eden	Totals
Zone1/Harbour 1	150	3	153
Zone 2/Harbour 2	79	3	82
Zone 3/Harbour 3	60	3	63
Zone 4/Harbour 4	39	4	43
Zone 5/Roystonia	54	1	55
Total Patrols	382	14	396
Day Patrols	18	2	20
Night Patrols	18	0	18

Patrols for the month have been impacted by absenteeism and staffing levels.

There were four incidents of unauthorised access in Private Harbours, lakes, and Marina Piers:

a) They were all fishing related, and the groups were moved on without further incident.

Visitor Management System and License Plate Recognition

	03.04.24	02.05.24
Residents registered with LPR	1114	1179
Total not registered with LPR	266	247
Total Lots	1,380	1,426
Resident vehicles/buggies LPR	5618	5651
Permanent visitor vehicles LPR	4479	4496
Total Vehicles	10097	10,147
Residents registered VMS Portal	438	443
Res/Builder/multiuser same house	146	145
Number of VMS entries	2753	2794

Total Number of Body Corporate Owners: 1426 (as at 8.04.24).

LPR (License Plate Recognition) Registration by Residents: Increased by 65 to 1179 or 83% of resident homes.

VMS (Visitor Management System) Portal Registration: Increased by 5 for the month to 443.

Active Users on VMS Portal: 145 residents and builders are actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 41 to 2794.

LPR Technology Update

The current LPR fault criteria are the vehicle is LPR registered, it stopped correctly at the read point however the plate was not read. The faults are reported daily to the service provider for review.

LPR issues were:

- 4 Main Gate – 3 not registered 1 issue with Q plate, licence plate read adjusted.
- 2 Village Gate – licence plate read adjusted.
- 5 Pines Gate - 3 not registered 2 licence plate read adjusted.

Workplace Health and Safety

A WHS meeting was held 23 April 2024:

- Watch out for Pedestrians signage at Security Roundhouse – Security to choose sign type, Facilities to obtain quotes and Manager to approve.
- Concern with risk of lithium battery fires following recent incidents in the media. Tools in the Facilities Compound with lithium batteries are left on charging over night for use the following day. Proposed to purchase and install power timers for charging of battery tools.
- Schedule formal workplace inspections of Security, SCCSL and Facilities
- Security Officer with PTSD injury, extended by Workcover for further 3 months.
- A CRA Workcover injury from standing and working from their desk was reviewed early May and staff is back up to 10 hours per day.
- A Security Officer Workcover injury from jumping a fence to escape a dog was reviewed and extended by 4 weeks.
- Security Supervisor obtaining quote for Security to undertake Fire Training.
- Employee mobile numbers have almost been finalised and to be added to SMS Broadcast spreadsheet.

The next meeting is scheduled 4 June 2024.

Scheduled Works

Due to the extra width of new Address Gates, the Security camera beside the entry gate was shifted back to the intercom post. The new location provides a front-on overview of the gate and the temporary cameras have now been removed.

With Stage 2 CCTV now complete, project manager C-Cure Systems is to submit their final report.

Staff

There are 3 staff members currently on Work Cover. The first person has a long-term PTSD injury linked to a sudden death at a Village restaurant in 2023, the second is recovering from a neck injury in the office and is back at work on reduced hours; whilst the third who is recovering from injuries suffered in a fall has now resigned.

The scheduled start for a new Security Officer on 22 April 2024 unfortunately didn't take place and the position is being re-advertised.

BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 10 days prior to each meeting with minutes drafted and issued to Chairperson within 10 business days	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 10 business days post meeting.	Complete
	➤ Extranet / portal content management	Complete
	➤ Monthly communications to residents – newsletter / email / Facebook	Complete
	➤ Minimum 3 site compliance inspections each week to inc real estate and building compliance	Complete
	➤ Compliance breach case management – max period for open case being no more than 6 months. Any case closure correspondence to be issued within 7 days of remedy.	Complete
	➤ DCBL non-compliance report to be issued to Snr Body Corporate Manager monthly	Complete
	➤ Site maintenance matters to be issued to Facilities Team following each site inspection – AssetFinda software to be used	Complete
	➤ Bi – Monthly Body Corporate Manager site inspection with Compliance Officer.	Complete
	➤ Body Corporate Manager site BUP inspection with member of Facilities team	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident	Complete

Additional BCS Operations

1. Building Works – Inspections undertaken two times per week by BCS and seven days per week by Security Services Team.
2. Compliance – Inspections are conducted twice weekly, with reports forwarded to PBC EC for further action on matters with three or more breaches. In April 2024, thirty-eight breach letters were dispatched.
3. Website Formulation – Public landing page has been finalized, nearing completion for presentation to the PBC EC.
4. Policy and Procedure review: Continues to be underway.
5. StrataVote Implementation: Initiated with RBCs. Implementation of PBC EGMs scheduled for the May meeting.
6. June EGMs have been scheduled, with notifications dispatched to committee members.
7. Stage 2 DCBL working group underway.

Insurance

Insured Name	Date of Loss	Incident Description	Update
Sanctuary Cove PBC	07/08/2021	Notification Only	Notification Only – Resident – Walking her dogs along the path of Harbour Terraces and fell. No Movement on claim
Sanctuary Cove PBC	30/11/2021	Claim for Legal expenses – Owner suing another owner and PBC as respondent	Harbour Terraces matter. PBC named as respondent as PBC allowed renovation to proceed. Claim still ongoing
Sanctuary Cove PBC	05/01/2022	Third Party Hit Street Lamp – Masthead Way	Third party hit streetlamp on Masthead Way. SUU is awaiting repair report from Crawford and Company to progress the claim.
Sanctuary Cove PBC	16/01/2022	Resident – Twisted ankle on footpath	Notification Only – Resident twisted ankle on footpath at the Parkway near the golf driveway entrance. Settlement of claim paid to Claimant- \$14,000 Defence Costs- \$10,935.25
Sanctuary Cove PBC	02/04/2022	Resident – Cycling and fell	Resident riding push bike along road moved over for car and has fallen off when tyre come off road. No further approach has occurred from claimant file closed, can be re-opened if further information comes to light.
Sanctuary Cove PBC	21/04/2022	Notification Only- Motorbike Rider fell off bike	Notification Only No Movement on claim
Sanctuary Cove PBC	24/04/2022	Slip & Fall – The Boulevard	Notification Only No Movement on claim
Sanctuary Cove PBC	27/05/2022	Machinery Breakdown - Pump	Machinery Breakdown – Masthead Way. Claim with Insurer and it is their intention to decline claim.
Sanctuary Cove PBC	12/05/2023	Infrastructure Damage to pipes and lost water	Claim has been finalised in the amount of \$28,316.64

Legal Expenses

Sanctuary Cove Principal Body Corporate			Budget	
				150,000.00
Grace Lawyers	26.09.23	Schotia compliance		15.00
Grace Lawyers	26.09.23	Adelia compliance		1,212.50
Grace Lawyers	31.10.23	Bauhinia		935.00
Grace Lawyers	31.10.23	Schotia compliance		973.00
Grace Lawyers	31.10.23	Adelia compliance		2,829.00
Grace Lawyers	30.11.23	Bauhinia		4,345.00
Grace Lawyers	30.11.23	Schotia compliance		3,328.50
Grace Lawyers	31.12.23	Bauhinia		2,200.00
				15,838.00
			Balance	134,162.00

FACILITIES SERVICES

After Hours Call Outs

Date	PBC Emergency Repair
13/04/2024	Pump Station 20- Pump#1 in overload mode, reset and found to be labouring, managed to free blockage and tested. In addition float leads entangled and reset.

Date	PTBC Emergency Repair

Contracts Subcommittee

N/A

Maintenance Contracts - Tenders

CR	Contract Review											
CSC	Contract Sub Committee review of Contract/Tender documentation											
EOI	Invitation for “Expressions of Interest”											
RFT	“Request for Tender” invite Contractors to submit a bid for the provision of goods or services.											
Evaluation	Undertake evaluation of received tenders											
Approval	Seek/Obtain necessary approvals											
Award	Award contract works to successful Tenderer											
Tender	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH					CR	CSC	EOI	RFT	Eval	Appr	Award	
Street Sweeping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Landscaping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Waste and Recycling					CR	CSC	EOI	RFT	Eval	Appr	Award	

Complete	
In progress	

* On Thursday 2nd May 2024, at 9:30 am, Members' Nominees/Chairs meet for an informal discussion concerning the upcoming landscaping maintenance contract. The purpose of this gathering was not to focus on evaluating the current contractor's performance but rather to gather feedback and ideas aimed at ensuring that the upcoming tender for this three-year maintenance contract was tailored to better meet the needs and desires of the residents.

Attendees actively engaged in discussions, offering valuable feedback to ensure that the new contract adequately addressed the evolving requirements and expectations of the community.

Following the conclusion of the meeting the drafting of the Special Conditions of the Contract commenced, placing significant consideration to the overall outcome, quality/service standards and the frequency of works as outlined by the community, while also factoring in both current and future budgets.

The Contract Sub-Committee is scheduled to meet on Friday 10th May 2024, to review the tender documentation before publishing Expressions of Interest, inviting businesses to register their interest in future procurement opportunities.

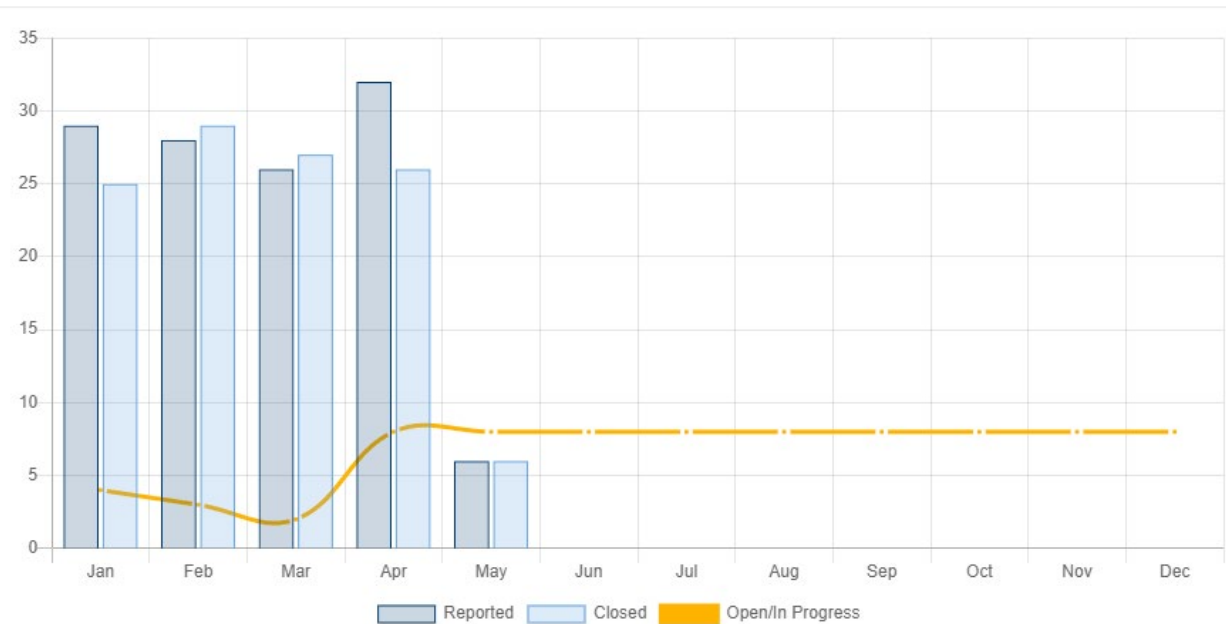
Contractor Six (6) Monthly Review

Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping			✓									
Landscaping			✓									
Waste and Recycling			✓									

*Please refer to Newsletter dated 28th March 2024 for the latest update on landscaping contractor review.





Hazard Identification/Reporting

















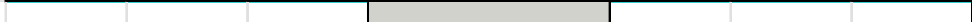




Summary by Month



The report highlights an increase in hazards reported during the month of April, with 27 out of 32 originating from the Facilities Services Team. The predominant control measure implemented was hazard elimination. 94% of all Safety Champion tasks were completed on time.

Sinking Fund Major Projects

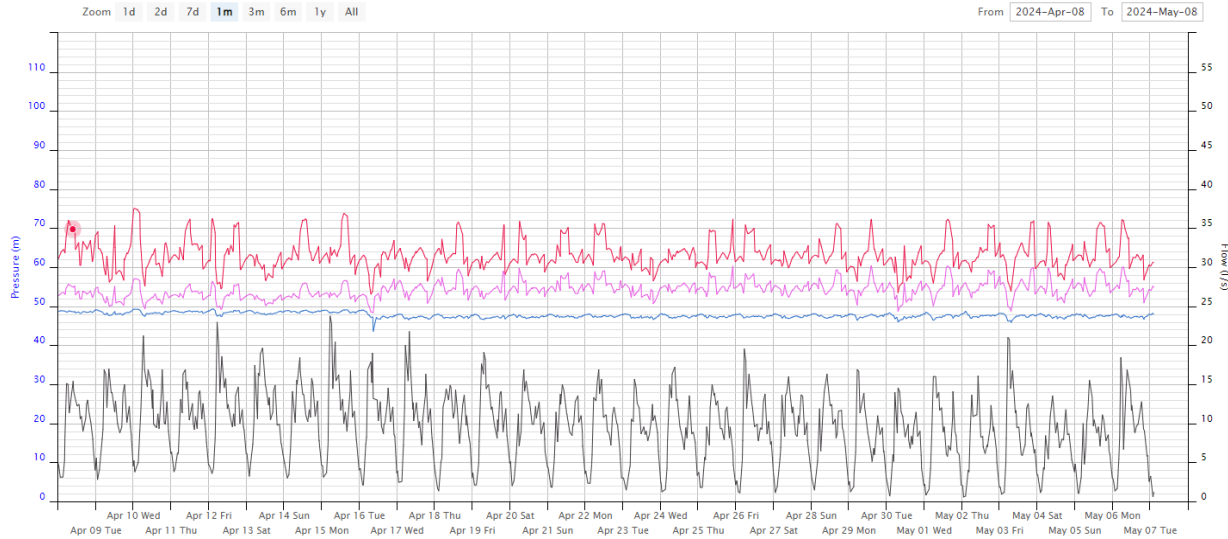
In progress	
Complete	
Confirmed	
Estimate	

Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
MDN Potable water - Consultant/Reports												
Tulip Lighting Year 2												
Electrical lighting - Butcherbird park lighting (inhouse)												
Revetment Wall												
Irrigation - Class A												
The Parkway - Silky Oak removal/replacement												
Landscaping - Year 2, 3 and 4 (PBC/PTBC)												
Park Signage												
Building management system												
Access systems												
Check/Isolation valves												
Village Gates - Paving												
Road - Parking Bays												
Olympic Road - Repave												
Muirfield Lane - Repave												
Kerb Year 4 (Cassia, Araucaria)												
Village Gates - Kerbing												
Switchboard upgrade												
Water meters x 230												
Pressure Management System												

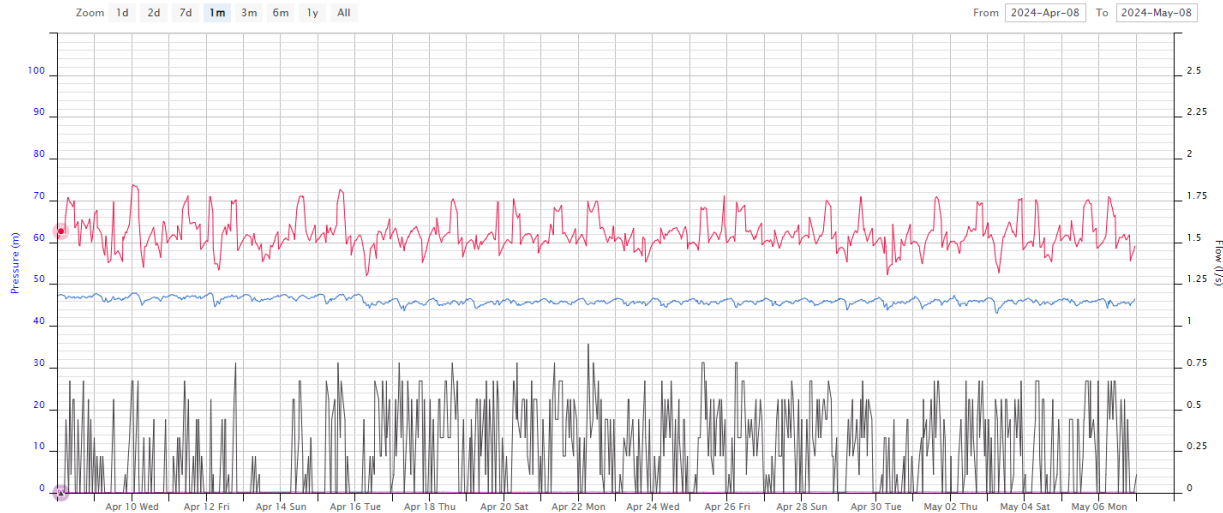


Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Bridge - Entry boulevard bridge paint			█									
Entrance boulevard lighting - Tulip/Up lights							█					
Electrical lighting - Bridge Lighting			█									
Electrical lighting - Bollards			█									
Irrigation - Class A	█											
Landscaping - Year 2, 3 and 4 (PBC/PTBC)	█											
Landscaping - The Address Gates					█							
Village Gates - Kerbing								█				
Village Gates - Paving								█				
Switchboard - 1x upgrade/replacement									█			
The Address Gates/Fence upgrade			█									
Gates/Fences - Vardon Lane								█				
Pressure Management System	█											

⊙ Parkway PRV 1 Outside Gate



⊙ Parkway PRV 2 Inside Gate



The Pressure Reduction Valves (PRVs), part of the Pressure Management Systems, were commissioned on January 15th, with set points compliant with Australian Standards AS/NZS 3500. Immediate reductions in pressure levels and fluctuations in the internal water network supply to Sanctuary Cove have been observed. The Pressure Management System will dynamically adjust network pressures to maintain a more consistent and reduced level across the potable network

Please refer to the adjacent graphs/data illustrating significant fluctuations in the incoming supply pressure from GCCC compared to the current supply pressures at Sanctuary Cove.

The Red/Pink axis represents the GCCC supply pressure. The Blue axis represents the supply pressure to the Sanctuary Cove site from the PRVs.

The relationship between pressure and leakage is typically greater than linear, indicating that even small reductions in pressure can result in disproportionately larger decreases in leakage and mains failures.

Key Performance Indicators

FACILITIES SERVICES	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Achieved
LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)							
PM - (MO) Percentage closed for month - Target 75%	81%	100%	75%	33%	25%	87%	63%
Total % (Open vs Closed) Target 80%	82%	76%	75%	84%	84%	85%	100%
Greater > 60 Days (Target <25)	7	10	14	8	16	11	100%
Total Outstanding <100	39	55	69	37	55	35	100%
Plumber jobs remaining > 30 days 2 average	0	2	2	0	1	0	100%
Electrician jobs remaining > 30 days 6 average	0	8	9	1	5	5	100%
Irrigation Jobs remaining > 30 days 5 average	5	6	1	0	1	0	100%
Priority 1 - Target >100 %	100%	100%	100%	100%	100%	100%	100%
Priority 2 - Target >77.5 %	96%	100%	80%	100%	100%	100%	100%
Priority 3 - Target >75 %	76%	76%	75%	78%	79%	66%	75%
GOVERNANCE / COMPLIANCE							
	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total
FM - Monthly Site Inspection	✓	✓	✓	✓	✓	✓	100%
Contractor Induction - Annual target 75%	78%	77%	76%	76%	78%	77%	100%
Hazard identification - Target 2 each / 16 per month	17	16	24	26	21	21	100%
Risk Assessments - Target 2 each (Annual)							100%
Department Procedures - Target 1 (per month) 12 required for year	✓	✓	✓	✓	✓	✓	100%
FM Departmental Audit - Risk Management - 6 Total			N/A			N/A	100%
FINANCIAL PERFORMANCE							
Administration Fund – Spend vs Budget	✓	✓	✓	✓	✓	✓	100%
Sinking Fund Projects - Project Tracker	✓	✓	✓	✓	✓	✓	100%
Asset Management System - Sinking Fund Update	✓	✓	✓	✓	✓	✓	100%
Asset Management Report to CEO				✓		In progress	100%
Water Billing - Review zero/low reads	✓			✓			100%

*Note – Electrician on leave Jan 2024

Service Providers

Landscape Solutions	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%	100%						
1.2 Response & Repair Timeframe	44%	55%	41%	50%	58%	15%						
1.3 Preventative Maintenance	68%	62%	64%	65%	66%	67%						
1.4 Document Compliance	100%	100%	100%	100%	100%	100%						
1.5 Reporting	100%	100%	100%	100%	100%	100%						
SPS	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%	100%						
1.2 Response & Repair Timeframe	N/A	N/A	N/A	N/A	N/A	N/A						
1.3 Preventative Maintenance	100%	100%	100%	100%	100%	100%						
1.4 Document Compliance	100%	100%	100%	100%	100%	100%						
1.5 Reporting	100%	100%	100%	100%	100%	100%						
Cleanaway	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Missed calls	2	2	4	1	0	3						
1.2 Missed Bins	12	6	3	7	5	7						
1.3 Complaints <5	0	0	6	3	1	0						
1.4 Document Compliance	100%	100%	100%	100%	100%	100%						
1.5 Reporting	0%	0%	0%	0%	0%	0%						



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

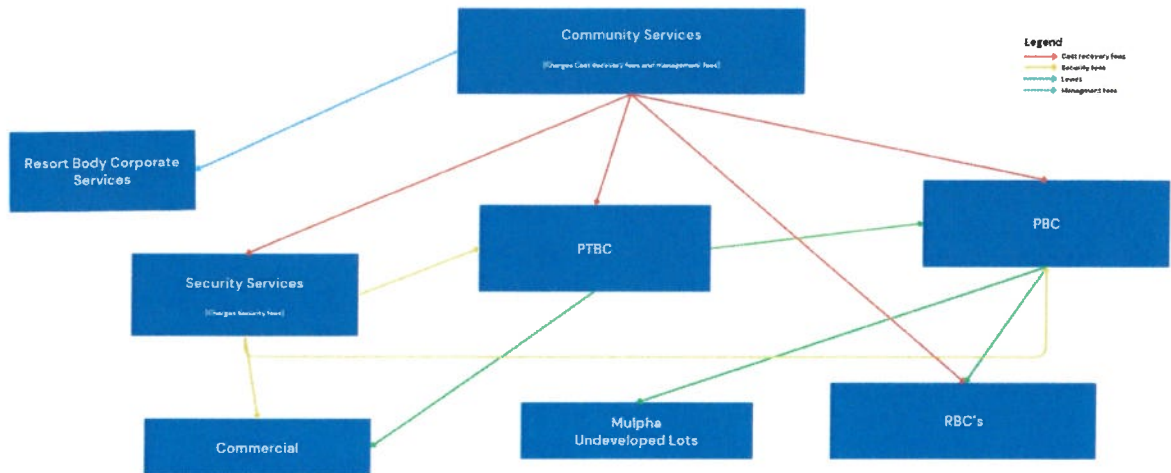
The key elements of each of Sanctuary Cove Community Services Limited (SCCSL) and Sanctuary Cove Security Services Pty Ltd (SCSS) budgets recognise that:

- Sanctuary Cove Community Services Limited is a company created by the Principal Body Corporate (PBC) and the Primary Thoroughfare Body Corporate. Each holding 50% equal shares of the Company.
- The company was incorporated with the purpose to provide “Services” and means Services necessary for the proper administration and operation of the Resort including, without limitation, services with respect to security, administration, asset management, landscaping, communications, provision of utilities, waste management maintenance, community affairs, dispute resolution, coordinating formal communications between stakeholders, coordination and negotiations with various service providers, stakeholders and authorities and other ancillary service as may be necessary from time to time.
- The management of the Services on a day-to-day basis will be undertaken by the Executive of the Company which will report and be responsible to the Board for the provision of services.
- Only management personnel authorised under the Company’s delegated authority, purchasing and other policies including Shareholder policies may enter into contracts for the day-to-day management purposes to provide the Services.
- The core factor in SCCSL’s operations is the delivery of body corporate, administrative, facilities and specialist project management services to the community at Sanctuary Cove. As such, income is derived per the Administration and Management Agreement with the Sanctuary Cove body corporate community.
- The core factor in SCSS’s operations is provision of security services to the community at Sanctuary Cove with income primarily from one source per the Security Services Agreement with the Sanctuary Cove body corporate community.
- The Companies operate on a cost recovery basis only i.e., there are no profit margins. As such fee income is identified as a derivation of total costs, net of possible external income such as interest and other administration and management services provided outside of the resort using existing resources.
- For appropriate management of working capital, the definition of costs recovery is not limited to P&L expense items and will extend to other costs including those of a capital and finance nature.



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

The below diagram indicates the relationships between the various entities and parties regarding the charging of cost recovery fees / security fees / levies / management fees:



Economic Outlook.

The budget drafting and planning commenced during November 2023 and at the time the latest information available reflected the Australia CPI annual rate of 4.1% at December (Weighted average of the eight capital cities), where Brisbane recorded the second largest increase of 4.2% out of the eight capital cities.

Consistent with national trends, the CPI is slowing, noting that the expectation of inflation is to ease down to 3% for the 2024-25, inflationary pressures particularly for goods are expected to persist for longer than expected. The Brisbane CPI for market sector goods and services recorded a 0.8% increase in the December quarter, with an annual inflation rate of 3.8% down from 5.4% annual rate at September 2023.

With the CPI forecast for the 2024 year 4.25% before moderating down to the target rate of 3%, as such the 3.0% RBA target rate has been adopted as the inflation rate for the purpose of the budget.

CPI rates for the for comparison over the past three years for Australia were:

- 2022 7.8%
- 2023 5.4%
- 2024 4.25%

Forecast for the next two years and the inflation rate basis of the Sanctuary Cove Budgets:

- 2025 3.0%
- 2026 3.0%

Economic growth is expected to strengthen in 2025, as inflation returns to the RBA target rate and wage growth projected to grow faster than the targeted inflation rate. The Queensland wage growth continues to be impacted by a tight labour market is projected to strengthen further by 4% in 2024. Salary and Wages rates were budgeted to increase by 5.8% for the 2023/2024 budget year in line with award increases and continue impacts of a continuing labour index growth.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Table 1: Sanctuary Cove Community Services Limited ("SCCS") Table 1

Sanctuary Cove Community Services Limited	2021	2022	2023	2024 Bud	2025 Bud	2026 Fcast
Other Income	(60,559)	(30,985)	(88,633)	(25,500)	(93,600)	(96,408)
Salary & Wages including oncosts	1,818,675	1,974,394	2,261,373	2,208,006	2,642,357	2,721,627
Occupancy Costs	164,031	203,279	233,369	223,027	233,342	240,343
Motor Vehicle / Buggy Expenses	17,891	10,748	5,794	10,843	1,298	1,337
Computer and IT maintenace fees	72,774	64,005	78,324	83,385	106,932	110,140
Insurance costs	47,159	41,874	48,458	49,658	62,712	64,593
Administration costs	54,427	62,083	85,745	55,313	91,976	94,735
Miscellaneous	165,692	(26,224)	29,680	25,179	33,673	34,683
Total Annual Cost	2,280,090	2,299,174	2,654,110	2,629,911	3,078,689	3,171,050
Cost Allocation						
FTTH (unit trust)	165,334	93,640	0	0	0	0
Security	277,321	226,612	247,267	257,679	343,280	353,578
PTBC	365,382	373,667	454,034	403,841	496,350	511,240
PBC	996,952	1,037,640	1,317,778	1,320,367	1,550,413	1,596,926
RBC's	475,101	567,615	635,031	648,024	688,646	709,306
Total Recovery	2,280,090	2,299,174	2,654,110	2,629,911	3,078,689	3,171,050
% annual Increase	0.6%	0.8%	15.4%	-0.9%	17.1%	3.0%
PTBC per lot entitlements	85.97	87.92	106.83	95.02	116.79	120.29
PBC per lot entitlements	546.87	569.19	722.86	724.28	850.47	875.99
% Allocation						
FTTH	7.25%	4.07%	0.00%	0.00%	0.00%	0.00%
SECURITY	12.16%	9.86%	10.27%	9.68%	11.15%	11.15%
PTBC	16.02%	16.25%	15.80%	15.14%	16.12%	16.12%
PBC	43.72%	45.13%	47.59%	50.11%	50.36%	50.36%
RBC	20.84%	24.69%	26.34%	25.07%	22.37%	22.37%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Revenue

Revenue recognition is limited to a recovery of expenditure in accordance with the Administration and Management Agreement. Management fees are determined using cost allocation methodologies based on the proportion of time spent by staff members across the various body corporates in Sanctuary Cove. This proportion is reviewed annually during the budget preparation process.

Expenses

Assumptions for expenditure are based on current corporate structure. In line with a zero-based budget approach consideration is given to each of the cost elements in expenditure. Budgeted expenditure is reviewed line by line applying the inflation rate or alternatively a rate reflecting



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

historical pricing trends as deemed appropriate.

Employee related expenses summary:

	31/10/2025	Total	PBC	PTBC	RBC	Security	RBCS
Gross Wages		2,016,911	1,024,732	302,313	460,732	229,135	-
Payroll Tax		121,955	61,962	18,280	27,859	13,855	-
Superannuation		267,749	136,035	40,133	61,163	30,418	-
Workers Compensation		25,031	12,718	3,752	5,718	2,844	-
Other indirect employee costs		210,710	107,055	31,583	48,133	23,938	-
		2,642,357	1,342,502	396,060	603,605	300,190	-
			50.8%	15.0%	22.8%	11.4%	-
	31/10/2024	Total	PBC	PTBC	RBC	Security	RBCS
Gross Wages		1,805,348	914,665	256,590	453,780	180,313	-
Payroll Tax		95,683	48,477	13,599	24,050	9,556	-
Superannuation		205,121	103,923	29,153	51,558	20,487	-
Workers Compensation		23,415	11,863	3,328	5,885	2,339	-
Other indirect employee costs		78,440	39,741	11,149	19,716	7,834	-
		2,208,006	1,118,668	313,819	554,990	220,529	-
			50.7%	14.2%	25.1%	10.0%	0.0%
		19.7%	0.1%	0.8%	-2.3%	1.4%	0.0%

The 2024/25 employee related expenses budget includes a 4.75% increase in employee salary and wage rates, reflecting our commitment to fair compensation and competitive benefits for our workforce. Driving an increase to the overall Employee related expense budget. The comparison to 2023/24 budget requires consideration of several key factors contributing to the increase of the 2024/25 budget.

The Superannuation Guarantee rate continues to increase by 0.5% each year to 11.5% from 1 July 2024 until it reaches 12% from 1 July 2025. The budget includes the impact of the increase on both wages paid during the year and the impact on existing leave entitlements.

In the 2022/23, Australia experienced an unprecedented surge in wage growth, reaching its highest level in a decade. This significant escalation and continued wage growth in Queensland in 2024, necessitated adjustments to our salary and wage structures, resulting in a disparity between the actuals for 2023, the budget for 2024, and the proposed budget for 2024/25. The 2024 budget for Salary and Wages including oncosts is 2.4% lower than the 2023 Actuals (ref: Table 1), being a contributing factor for the large increase % between the 2024 budget and the 2025 budget.

Our remuneration frameworks were directly impacted by the significant rise in modern award rates (2022: 4.6%, 2023: 5.75%). Ensuring compliance with the "Better off over all" tests and maintaining competitiveness to retain or secure key staff became crucial considerations. Importantly, these award rate increases effective 1 July 2023 was officially reported by Fair Work after the 2024 budget had been finalised, leading to uncontrollable omissions in our assumptions and increasing the variance between actual costs in both 2022/23 actuals and 2023/24 budgets.

The competitive nature of the job market, combined with prevailing wage growth, further necessitated increases to remuneration packages. This was vital for retaining existing talent and attracting replacement key personnel, thereby contributing to the increases seen in the budget for 2024/2025.



The 2023 Strata Management Benchmarking Report by Macquarie highlighted several challenges in the industry.

- Rising staff and operational costs increases
- Costs relating to loss of key staff and replacement (recruitment)
- Competitive environment for strata managers with salaries trending upwards with strata businesses offering competitive salaries to retain talent and attract strata managers.
- Strata Managers chase higher pay, with increasing turnover. The rate of changing employers has doubled since 2018 from 14% to 33%.
- QLD Strata manager turnover 27.1%
- QLD Average Strata manager total remuneration is \$95k.
- QLD Finding and recruiting staff is a challenge -72% of QLD strata business owners.

Additionally, the continuous improvement focusses of our Body Corporate Management Services team required a reorganisation of staff to adequately perform the services required with the growing Sanctuary Cove precinct. With high turnover in the Strata Business Sector in QLD and across the country, it became essential to review staffing levels to ensure minimum coverage in the event of unplanned employee exits.

In retrospect, the budget for 2023/2024 was understated due to the combined effects of wage growth, modern award adjustments, and a competitive labour market. This underestimation, along with an increase in our workforce, amplified the discrepancy between the actuals for 2023 and the budget for 2024, necessitating a more substantial budgetary allocation for 2024/2025.

In summary, the significant increase in our budget for employee-related costs for the 2024/2025 fiscal year, relative to the actuals for 2023 and the budget for 2024, is due to these unforeseen and substantial cost drivers in addition to the additional (3) headcount. These factors were not adequately accounted for in our prior budgetary planning, necessitating adjustments to our budget allocations for the upcoming fiscal year.



Staffing Plans

Lean vs Optimal staffing plans

Lean staffing is an approach that aims to achieve optimal performance by efficiently managing work volumes with the available staff.

Optimal staffing plans determine the right number of employees needed to meet business objectives efficiently. These plans consider workload, roles, and responsibilities.

The company continues to adopt the Lean staffing plan to minimise the head count and associated costs to efficiently perform work and service requirements of the company. The lean staffing model adopted allows for mildly adequate coverage for staff on leave, with other staff contributing efforts to take on additional work loads. The plan does not allow complete coverage for redundancies such as resignations or terminations.

Staffing Plan	Lean	Optimal
Corporate	2	2
Finance	5	5
Facilities	4.5	7
Body Corporate	7	9
Total	18.5	23

This staffing plan excludes the employed plumber, electrician and irrigation staff who are fully on charged to PBC / PTBC.

Costs of goods and services continue to increase across Australia, as impacted by the flow on effect from prior year CPI growth, Living Cost Indexes (“LCI”) rising by 4.0% to 6.9% for the 12 months to December 2023. Various expenses have been impacted as businesses increase costs for goods and services with continued increase of fuel and energy costs, insurances and information technology related costs.

Software and IT related expenses continue to increase at higher rates than inflation and at higher frequency, as such the budget has factored in the increase.

Electricity rates are expected to rise significantly in 2023/24 with the likelihood with continued rises in 2024/25.

Sanctuary Cove Security Services Pty Ltd (“SCSS”)

The Security budget reflects current service level agreements. The Marine Village agreement is currently on a month-to-month arrangement with an annual CPI increase. The Harbour Zone agreement is currently being finalised till 2025 and other Security agreements expire at the end of 2024 (Hotel 2025).

Valet services are increased annually for CPI as necessary, however SCSS has reduced the number of valet services charged for over the past 2 years.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Sanctuary Cove Security Services Pty Ltd	2021	2022	2023	2024 Bud	2025 Bud	2026 Fcast
Other Income						
Salary & Wages including oncosts	2,860,753	3,010,718	3,073,699	3,222,932	3,485,028	4,007,662
Occupancy Costs	11,480	14,775	15,977	16,297	16,655	17,155
Motor Vehicle / Buggy / Boats Expenses	101,264	111,169	147,192	179,025	156,039	160,722
Computer and equipment cost	88,779	66,131	37,675	61,921	65,384	67,346
Insurance costs	23,700	19,505	21,244	23,797	29,933	30,832
Administration costs	217,072	176,694	208,681	249,845	338,812	349,065
Miscellaneous						
Total Annual Cost	3,303,048	3,398,992	3,504,467	3,753,817	4,091,851	4,632,782
Cost Allocation						
Golf zone	26,953	27,314	28,183	30,031	32,735	37,062
Harbour Zone	30,000	31,471	33,959	33,767	33,768	38,232
Marina Village Zone	9,777	10,099	10,790	10,920	11,248	12,735
Rec Club Zone	50,536	51,214	28,183	30,031	32,735	37,062
Admin Zone	16,845	17,071	17,615	18,769	20,459	23,164
Residential Zone (PBC)	3,126,300	3,161,001	3,268,131	3,500,541	3,822,522	4,327,848
Hotel Zone	47,124	48,000	50,928	50,928	52,456	59,390
PTBC Zone	70,752	71,699	66,678	78,830	85,929	97,288
Total Recovery	3,378,287	3,417,869	3,504,467	3,753,817	4,091,851	4,632,782
% annual Increase		1.2%	2.5%	7.1%	9.0%	13.2%
PTBC per lot entitlements	59.29	60.44	55.61	59.59	63.37	71.75
PBC per lot entitlements	1,714.92	1,733.96	1,792.72	1,920.21	2,096.83	2,374.03

Revenue

Revenue recognition is limited to security service fee charges derived in accordance with the Security Services Agreement plus an estimate of Valet Services. Apportionment of revenue attributable to the Security User Agreements is budgeted as follows:

	22/23	23/24	24/25
Security Services: Harbour Zone	0.9%	0.90%	0.87%
Security Services: Golf Zone	0.8%	0.80%	0.80%
Security Services: Marina Village Zone	0.3%	0.29%	0.28%
Security Services:CCRCA (Rec Club)	0.8%	0.80%	0.80%
Security Services:Admin Zone	0.5%	0.50%	0.50%
Security Services: Residential Zone (PBC)	93.3%	93.25%	93.33%
Security Services: Hotel Zone	1.4%	1.36%	1.32%
PTBC	2.1%	2.10%	2.10%
TOTAL	100.0%	100.00%	100.00%



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Valet services are ancillary to the primary business and are included in the budget based on average recent returns only.

Expenses

Assumptions for expenditure are based on current corporate structure and strategic plan. In line with zero based budget consideration is given to each of the cost elements in expenditure. Cost reduction opportunities especially for salaries will be reviewed as alternative technology options are considered.

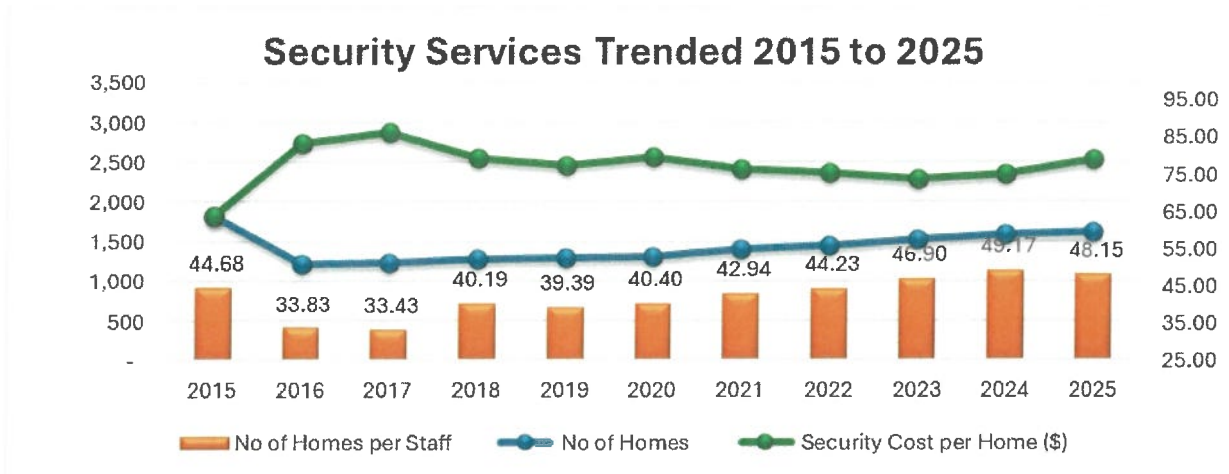
SCSS currently uses a lean staffing plan.

Staffing Plan	Lean	Optimal
Supervisors	4	6
Second in Charge	4	6
Control Room Assistants	4	6
Admin	4.6	5.6
Security Officers	17	24
Total	33.6	47.6

Security services has adopted a lean staffing plan to with the aim of minimising costs through efficient workforce planning efforts. Due to the high turnover of Security Officers due to wage rates and the specialist nature of security services SCSS provides together with the increasing number of houses consideration to increase Security officer numbers is required to ensure sufficient coverage as well as maintain the safety and wellbeing of our security staff. Continuing under the principles of a lean staffing plan, it is recommended to increase the Headcount for security officers by 2026 as per the table below.

In order to fulfill the specific employer obligations regarding Occupational Health and Safety (OH&S), which are outlined in the Work Health and Safety Act 2011 (WHS Act) and its associated regulations, a requirement for an OH&S administration officer has been identified and the additional count has been added to Admin.

Headcount Summary	31 Oct 24 Bud	31 Oct 25 Bud	31 Oct 26 Fcast
Supervisors	4	4	4
Second in Charge	4	4	4
Control Room Assistants	4	4	4
Admin	3.4	4.6	4.6
Security Officers	17	17	21
	32.4	33.6	37.6



Enterprise bargaining

The Single Enterprise Agreement’s (“SEA”) nominal expiry date was 15 September 2023, which covers Security and Community employees. Employee representatives submitted their bargaining submissions and a notice of representational rights have been issued to all employees covered by the SEA. Whilst we are in the midst of the bargaining process, it is necessary to consider the following items which may impact the 2024/25 budget and 2023/24 actual results.

- Wage rate increase demands higher than budgeted increases.
- New allowances and employee entitlements
- Engagement of a human resource consultant or employment specialist lawyers to draft and lodge the agreed SEA.

CAPEX recommendations - Company

The Company has adopted a policy to recognise all asset acquisitions as assets of the administration and management services provider - Sanctuary Cove Community Services Ltd. Where assets are commissioned for use by Security operations, all finance, rental, and depreciation costs are on-charged at cost amount.

When considering funding for capital acquisition two options exist:

- (Finance) CBA Master Finance Facility with Sanctuary Cove Community Services (total commitment limit \$700,000). This provides access to equipment loan, lease and operating rental arrangements depending on the nature of the item(s) and \$ amount. The costs, namely interest & depreciation/amortisation or rental, are budgeted in operating expenses and recovered over the useful life period. This can create a cost timing variance between finance term and retention over useful life.
- (Cashflow) Recognition of an additional item to the annual budget for provision for capex replacement which identifies with Clause 5.1(b) of the Administration and Management Agreement. Funding would then form part of the quarterly fee bills issued and acquisitions



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

expensed through fixed asset purchases in cashflow.

Sanctuary Cove Community Services/ Sanctuary Cove Security Services – Operating Surplus/Deficit – 2022/2023

	Security	Security	Community & Others	Community & Others	Consolidated	Consolidated
	YTD	Budget YTD	YTD	Budget YTD	FYF	Budget
Income						
Management Fees	3,516,716	3,539,705	2,672,439	2,408,085	5,923,559	5,700,524
Other services & interest	100,466	81,940	81,120	49,020	192,404	130,960
Total Income	3,617,182	3,621,645	2,753,560	2,457,105	6,115,963	5,831,484
Expenditure						
Employee expenses	3,076,259	3,040,952	2,261,373	2,045,169	5,337,632	5,086,121
Other	540,923	580,698	492,187	411,935	778,331	745,367
Total Expenses	3,617,182	3,621,650	2,753,560	2,457,104	6,115,963	5,831,488
Net operating Saving / (Cost)	0	(5)	0	1	0	(5)

SCCSL resulted in a preliminary net deficit position of \$254,264 for the FY2023 year. Cost recovery adjustments were made prior to the finalisation of the accounts and the recovery of costs were allocated to the PBC and PTBC as follows:

Residential Zone (PBC)	171,688
PTBC	<u>82,577</u>
TOTAL	<u>254,264</u>

SCSS resulted in a preliminary net surplus position of \$24,344 for the FY2023 year. Cost return adjustments were made prior to the finalisation of the accounts and the surplus was allocated to the PBC and PTBC as follows:

Residential Zone (PBC)	17,041
PTBC	<u>7,303</u>
TOTAL	<u>24,344</u>

The final result for SCCSL and SCSS was zero for the FY2023 year.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Principal Body Corporate

In line with a zero-based budget approach the Bodies Corporate Admin Fund operates on a cost recovery basis only i.e., there are no profit margins. As such levy income is identified as a derivation of total costs.

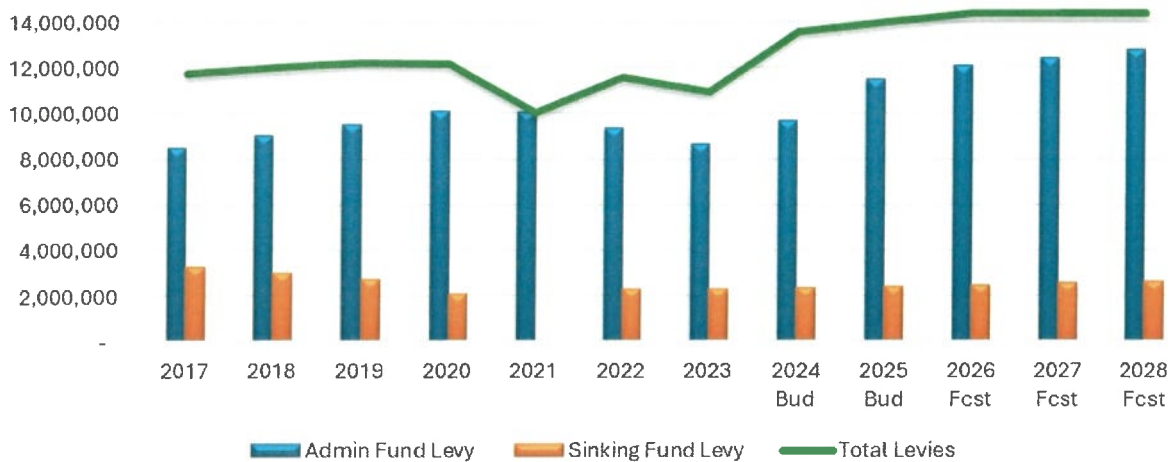
Contracts are budgeted at their current contracted rate with an allowance for growth in Residential Bodies Corporate.

The sinking fund provides for future capital replacements. Sinking Fund levies are determined using a 40-year asset replacement forecast, considering asset values, useful life, condition, and replacement costs as of each asset at Sanctuary Cove. The integrity of the data in Asset Finda has been independently reviewed by AFMC and GHD. All new assets as well as replacements are entered into Asset Finda, the useful lives and preventative maintenance processes are all used to updated Asset Finda which is used for future Sinking fund forecasts.

Anticipated Future Levies

Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	10,097,130	1.9%	10,071,808	(0.3)%	11,882,520	18.0%	12,066,807	1.6%	12,423,438	1.9%	12,790,789	3.0%
Previous years surplus utilised	(1,440,065)	1.49%	(429,450)	-70%	(376,655)	-12%	-	-	-	-	-	-
Sinking	2,276,344	0.0%	2,344,670	3.0%	2,415,010	3.0%	2,487,460	3.0%	2,562,084	3.0%	2,638,946	3.0%
Total Funds Levies	10,933,408	(5.8)%	11,987,028	9.6%	13,920,876	16.1%	14,554,267	4.5%	14,985,521	2.1%	15,429,735	3.0%
Number of Lots	1,823		1,823		1,823		1,823		1,823		1,823	
Levies per Lot												
Administration	4,749		5,289		6,312		6,619		6,815		7,016	
Sinking Fund	1,249		1,286		1,325		1,364		1,405		1,448	
Total Levies per annum	5,997		6,575		7,636		7,984		8,220		8,464	
Change Yr on Yr	(358)		578		1,061		347		237		244	
% +/-	(5.8)%		9.6%		16.1%		4.5%		3.0%		3.0%	

PBC Levies History



In order to ensure the viability of the Sinking fund and to avoid a depletion of the fund, especially in light of increasing replacement costs, the Sinking fund has been budgeted to increase by 3% which is the long-term inflation estimate.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

The PBC expenses are budgeted to be **17.7% higher** than the previous year (Total admin fund Expenditure increases from \$10,142,568 to \$11,935,216 (ignoring the projected add back of the previous year surplus) and in the current economic climate the increase is closely in line with inflation rates.

Operating Surplus PBC 2022/2023

\$376,655 in savings achieved by the company in operations for the PBC in 2021/2022 have been applied against the 2024/2025 Budgeted levies, these savings are lower than that applied in the previous year so the net levy reflects an increase however the actual budgeted costs are similar to the previous year.

Principal Body Corporate (Major Variances)	FY2023 Actual	FY2023 Budget	Variance +/-
Mutual & Non Mutual Revenue	320,720	29,397	291,323
Management Fees	1,317,778	1,146,090	(171,688)
Security services	3,250,619	3,285,171	34,552
Network Manager Service Fees	388,262	387,323	(939)
Consultants	43,920	30,000	(13,920)
Legal Services	60,006	70,000	9,994
Electrical	135,399	159,389	23,990
Irrigation	261,484	298,476	36,992
Fire Protection - audit/inspect	13,665	11,000	(2,665)
Grounds & Garden	1,013,341	1,268,000	254,659
Plumbing	244,305	256,985	12,680
Insurance	185,803	218,673	32,870
Roads	115,707	127,671	11,964
Signage	6,327	4,000	(2,327)
Land Holding - rates	14,828	13,949	(879)
Utilities - electricity/gas	151,265	133,426	(17,839)
Water Charges	656,774	320,000	(336,774)
Water Billing	11,582	10,675	(907)
Admin - bank charges	6,167	540	(5,627)
Other Expenses	2,163,963	2,385,160	221,197
Net Result	376,655		376,655



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Primary Thoroughfare Body Corporate

\$126,056 in savings were achieved by the company in operations for the PTBC in 2022/2023. These savings are lower than prior year and have been applied against the 2023/2024 Budgeted levies.

PTBC (Major Variances)	FY2023 Actual	FY2023 Budget	Variance +/-
Mutual & Non Mutual Revenue	2,229	0	2,229
Management Fees	454,034	380,454	(73,581)
Security services	66,281	73,981	7,700
Consultants	9,235	10,000	765
Legal Services	20,042	10,000	(10,042)
Bad Debt Expense	2,090	0	(2,090)
Cleaning	1,775	0	(1,775)
Fire Protection - audit/inspect	1,899	600	(1,299)
Gross Pollutant Trap- mtce	1,238	0	(1,238)
Grounds & Garden	224,583	259,505	34,922
Plumbing	11,990	28,754	16,764
Insurance	62,592	99,483	36,891
Irrigation	120,585	152,899	32,315
Repairs & Maintenance	70,524	59,396	(11,128)
Mtce - animal management	109,065	141,110	32,045
Other Expenses	252,459	316,036	63,577
Net Result	126,056		126,056

The PTBC sinking fund contribution was reduced in 2022/2023 and was planned to return to previous levels over the 2024 and 2025 budget years with a 3% inflationary adjustment to ensure the long-term viability of this fund.

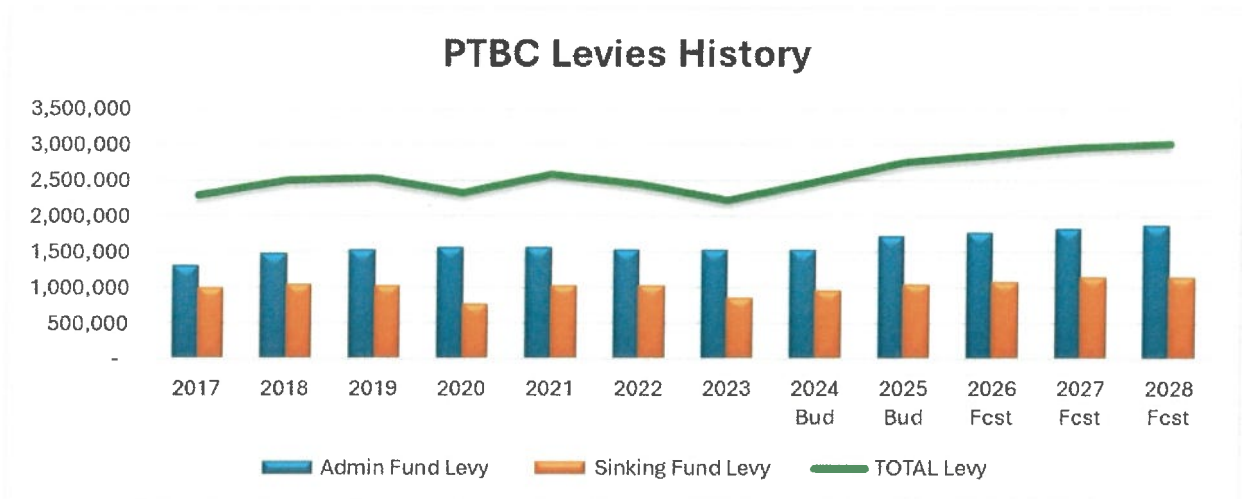
Anticipated Future Levies

Sanctuary Cove Primary Thoroughfare Body Corporate - Budget levy Summary for Year Ending 31 October 2024												
Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	1,532,218	0.2%	1,533,333	0.1%	1,719,136	12.1%	1,776,127	3.3%	1,827,307	6.3%	1,881,052	6.0%
Previous years surplus utilised	159,232	53.1%	211,683	32.9%	126,056	-	-	-	-	-	-	-
Sinking	850,000	(18.0)%	951,150	11.9%	1,052,300	10.6%	1,083,869	3.0%	1,116,385	6.1%	1,149,877	6.1%
Total Fund Levies	2,222,386	(9.8)%	2,272,900	2.2%	2,845,380	16.4%	2,868,996	0.8%	2,943,692	11.3%	3,030,929	6.0%
No of Lots	4,250		4,250		4,250		4,250		4,250		4,250	
Levies Per Lot												
Administration	323		311		376		418		430		443	
Sinking	200		224		248		255		263		271	
Total Levies per annum	523		535		623		673		693		714	
Change Yr on Yr	(52)		12		88		50		20		21	
% +/-	(9.04)%		2.29%		16.48%		8.03%		2.97%		3.03%	



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries



Each year upon finalisation of the audited accounts of Sanctuary Cove Community Services consolidated, PBC and PTBC, any surpluses or shortfalls will be accounted for in the relevant year the surplus or shortfall occurred.

Sanctuary Cove Principal Body Corporate - Budget levy Summary for Year Ending 31 October 2025												
Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	10,097,130	1.9%	10,071,808	(0.3)%	11,882,520	18.0%	12,050,757	1.4%	12,390,855	1.9%	12,741,177	2.8%
Previous years surplus utilised	(1,440,065)	149%	(429,450)	-70%	(376,655)	-12%	-		-		-	
Sinking	2,276,344	0.0%	2,344,670	3.0%	2,415,010	3.0%	2,487,460	3.0%	2,562,084	3.0%	2,638,946	3.0%
Total Funds Levies	10,933,408	(5.8)%	11,987,028	9.6%	13,920,876	16.1%	14,538,217	4.4%	14,952,938	2.1%	15,380,123	2.9%
Number of Lots	1,823		1,823		1,823		1,823		1,823		1,823	
Levies per Lot												
Administration	4,749		5,289		6,312		6,610		6,797		6,989	
Sinking Fund	1,249		1,286		1,325		1,364		1,405		1,448	
Total Levies per annum	5,997		6,575		7,636		7,975		8,202		8,437	
Change Yr on Yr	(368)		578		1,061		339		227		234	
% +/-	(5.8)%		9.6%		16.1%		4.4%		2.9%		2.9%	

Draft version

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

DRAFT Version 3.1

Description	Actual	Actual	Budget	Budget Draft	Forecast	Forecast	Forecast	Budget 2025 Comments
	Yr End Oct 2022	Yr End Oct 2023	Yr End Oct 2024	Yr End Oct 2025	Yr End Oct 2026	Yr End Oct 2027	Yr End Oct 2028	
LEVIES - ADMINISTRATION FUND	9,905,011	10,097,130	10,071,808	11,882,520	12,050,757	12,390,855	12,741,177	
less credit for previous year surplus	(577,549)	(1,440,065)	(429,450)	(376,655)				
NET ADMINISTRATION FUND LEVY	9,327,462	8,657,065	9,642,358	11,505,866	12,050,757	12,390,855	12,741,177	
Insurance	-	-	-	-	-	-	-	
Insurance - oncharged	-	-	-	-	-	-	-	
Lot Mows	53,165	47,614	53,165	54,760	56,402	58,094	59,837	23/24 Budget + 3%
Lot Mows - oncharged	(30,464)	(28,586)	(31,987)	(32,947)	(33,935)	(34,953)	(36,007)	23/24 Budget + 3%
Waste	-	-	-	-	-	-	-	
Waste - oncharged	-	-	-	-	-	-	-	
Water	1,986,998	2,687,543	2,768,169	2,851,214	2,936,751	3,024,853	3,115,599	23/24 Budget + 3%
Water - oncharged	(1,986,998)	(2,687,543)	(2,768,169)	(2,851,214)	(2,936,751)	(3,024,853)	(3,115,599)	23/24 Budget + 3%
ARC Income	125,461	77,323	150,000	154,500	159,135	163,909	168,826	Estimate budgeted to be fully recovered
ARC Related costs	(120,515)	(59,015)	(150,000)	(154,500)	(159,135)	(163,909)	(168,826)	
Admin Charge	-	(491)	-	-	-	-	-	
Certificates	-	7,909	-	-	-	-	-	
Mutual revenue- Debt recovery	(4,832)	27,666	-	-	-	-	-	
Debt recovery costs	4,832	(27,666)	-	-	-	-	-	
Electricity	18,365	23,352	20,000	30,882	31,809	32,763	33,746	Assumes 15% increase in electricity rates from FY2023 actuals YOY.
Non- Mutual Revenue- FTTH	26,376	82,344	10,000	-	-	-	-	Opticomm transfer assumption
Non-Mutual Revenue - Other	1,697	-	-	-	-	-	-	
Non-Mutual Revenue - Water	-	-	-	-	-	-	-	
Mutual Revenue- FTTH	19,583	50,270	19,583	-	-	-	-	Opticomm transfer assumption
Mutual Revenue - Other	-	120,000	-	-	-	-	-	
TOTAL ADMIN. FUND INCOME	9,421,129	8,977,784	9,713,118	11,558,561	12,105,033	12,446,759	12,798,758	
Accounting - audit	3,804	4,101	4,095	4,351	4,481	4,616	4,754	External auditor audit of annual financial reports.
Accounting - tax services	180	220	220	233	240	248	255	External tax agent for lodgement of tax return
Admin - bank charges	2,656	6,167	10,013	6,543	6,739	6,941	7,149	Audit certificate fee and other bank charges, stratapay fees now incurred by PBC due to water Billing from PBC since 2022 year (Previously RBC's billed water)
Admin - software licence costs	30,525	27,597	33,278	29,278	30,156	31,061	31,992	Software licence fees - BC Max, Toro, Secure Access Systems & Asset Finda (split 70% PBC / 30% PTBC in line with asset value). Additional stratamax licences for water billing negotiated to be reduced.
Admin - meetings	636	939	720	996	1,026	1,057	1,089	Meeting refreshments - monthly allowance
Admin - IT Monthly Maintenance	28,375	28,982	32,329	30,747	31,669	32,619	33,598	Share of Cybernet monthly costs - support for Extranet, Cameras, Stratamax
Admin - postage	34,641	35,949	36,653	38,138	39,282	40,461	41,675	Use of contractor to deliver residents mail - 22/23 Actual YOY increase at 3%
Admin - print/copy costs	11,097	6,660	12,000	7,066	7,278	7,496	7,721	Print copy costs - allowance \$1000pm reduced to align with 22/23 Actual YOY increase at 3%
Admin - filing fees	533	799	1,000	848	873	899	926	Filing fees-estimate - 22/23 Actual YOY increase at 3%
PTBC Levy - Administration Fund	670,873	646,182	622,000	749,685	819,304	827,328	835,593	PTBC Admin Fund Levy contribution. Lot entitlements 2,000 x PTBC Admin Levy
PTBC Levy - Sinking Fund	480,727	400,000	447,600	495,200	510,056	525,358	541,118	PTBC Sinking Fund Levy contribution. Lot entitlements 2,000 x PTBC Sinking Fund Levy
Management Fees	1,051,158	1,317,778	1,320,367	1,550,413	1,583,485	1,627,688	1,673,219	Administration and Management Agreement services, from community.
Management Fees - prior year (surplus) / deficit from operations	(67,619)	-	-	-	-	-	-	
Security services	3,161,001	3,250,619	3,500,541	3,822,522	3,715,270	3,825,160	3,938,366	Contribution to 24/7 Security services per User Agreement
Security Services - prior year surplus from operations	(69,817)	-	-	-	-	-	-	
Network Manager Service Fees	528,386	388,262	359,150	411,907	424,264	436,992	450,102	FTTH related costs - PBC 100%. Includes cost such as APNIC, Calix and Opticomm and has been updated with costs as at October 2022. Offset by mutual and non mutual revenue in fund income.
Consultants	33,768	43,920	30,000	46,595	47,993	49,432	50,915	Allocation for Consulting fees
Legal Services	224,967	60,006	150,000	63,660	65,570	67,537	69,563	Allocation for Legal Fees
Cleaning	12,540	17,355	20,000	18,412	18,964	19,533	20,119	Boat ramp, Jabiru Park, pressure cleaning estimate
Electrical -charged wages	77,610	92,330	125,893	92,081	94,844	97,689	100,620	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery,
Electrical - Materials / Machinery	32,130	43,069	40,000	45,692	47,063	48,475	49,929	Licences, includes estimate for 50% of an apprentice to be shared with plumbing
Fire Protection - audit/inspect	13,180	13,665	14,255	14,497	14,932	15,380	15,841	Allocation for materials and machinery for electrical works, maintenance and repairs
Grounds & Garden - contract	805,118	815,853	931,088	1,500,000	1,545,000	1,591,350	1,639,091	Inspection, testing and repairs.
Grounds & Garden - mulching	59,621	57,878	25,000	100,000	103,000	106,090	109,273	Contract - Landscape Solutions (CONTRACT ENDS 31.10.24). Expected significant increase in landscaping tender submissions and from the increased areas
Grounds & Garden - other	60,154	56,898	50,000	60,363	62,174	64,039	65,960	Mulching Program
Grounds & Garden - Tree Management	69,864	82,712	25,000	87,749	90,382	93,093	95,886	General landscape maintenance, some of which will be seasonal/cyclical
Hire Facilities Compound & Pathway Livingstonia	-	41,774	95,000	101,177	104,213	107,339	110,559	Tree Management Program
Insurance - Brokerage	10,506	11,294	12,712	11,982	12,341	12,711	13,093	PTBC Rental of facilities compound. Estimate \$70k per annum
Insurance Excess	-	-	5,000	-	-	-	-	2023/2024 proposal cost (85% allocation), plus 10%
Insurance Premiums	178,427	174,509	201,794	185,137	190,691	196,411	202,304	- Allowance 1 claim - excess cost \$5,000
								Strata, public liab. Estimate for cost Y/E 31.01.23 proposed renewal plus 10%

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

DRAFT Version 3.1

Irrigation - charged wage	170,913	157,454	112,273	137,142	141,256	145,494	149,859	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery
Irrigation - Materials / Machinery	15,320	29,407	37,500	30,289	31,198	32,134	33,098	Estimate contract materials and machinery plus allowance for handover of development areas
Irrigation - Entrance Lakes Maintenance	56,149	56,149	10,000	-	-	-	-	Management of certain lakes on the golf course related to current irrigation configuration of the site \$6,660.66pm (PBC Share 70.25%). Reduce to NIL when A class water is running
Irrigation - A class water usage	13,169	18,474	137,970	142,109	146,372	150,764	155,286	788,400 annual estimate x .20 till June 2024 and then increased to .30. PBC Share
Pest control	8,195	3,130	10,669	10,989	11,319	11,659	12,008	Pest control
Plumbing - charged wages	92,830	104,918	137,433	108,066	111,308	114,647	118,087	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery, Licences, includes estimate for 50% of an apprentice to be shared with Electrician
Plumbing - Materials / Machinery	104,429	139,387	125,000	147,876	152,312	156,881	161,588	Allocation for materials and machinery for plumbing works, maintenance and repairs
Gross Pollutant Trap - maintenance	780	13,782	18,728	14,621	15,060	15,512	15,977	GPT inspection 20/21 Act + 3 x 3%. DERM requirement
MV / Buggy Expenses	6,083	7,801	15,000	8,276	8,524	8,780	9,043	Maintenance Officer Ute and Buggy running expenses
Repairs & Maintenance	25,064	22,936	35,000	24,333	25,063	25,815	26,590	General maintenance of common property and assets.
Repairs & Maintenance - Harbour	13,236	17,614	20,000	18,687	19,247	19,825	20,419	Includes maint on Mike Gore Island \$10k p.a. and other maint \$10k
Repairs & Maintenance - CCTV	-	103	5,000	109	113	116	119	General maintenance estimate CCTV
Roads	48,583	41,423	45,000	43,946	45,264	46,622	48,021	Maintenance of roads/hazard management.
Road Sanding	18,505	15,211	30,000	16,137	16,621	17,120	17,634	Estimate for annual sanding of paved roads. Expected to reduce after new paving
Road sweeping	59,073	59,073	65,804	67,779	69,812	71,906	74,063	Specialised Pavement Services. Projected increase on contract renewal
Signage	3,890	6,327	4,000	6,713	6,914	7,122	7,335	Estimate allowance
Waste Removal - contract	754,700	838,107	857,678	921,918	949,576	978,063	1,007,405	Contract - Cleanaway CONTRACT ENDS 31.10.24. \$992,835.58 inc GST + allowance for 75 new homes less \$80k Waste levy recovery. Projected increase on contract renewal
Waste Removal - other	6,918	16,688	30,000	17,704	18,235	18,782	19,346	Waste contract - industrial bin(s) & dump fees. Doggy bags
Land Holding - land tax	53,830	18,772	56,734	58,436	60,189	61,994	63,854	Estimate of annual assessment based on valuation of land owned as at 30 June each year.
Land Holding - rates	13,189	14,828	14,502	15,731	16,203	16,689	17,190	Council rates and charges. 3% increase p.a
Utilities - electricity/gas	143,419	151,265	152,153	191,445	197,189	203,104	209,197	Electricity supply streetlights, pump stations and other. FY2023 Actual + 2 x 12.5%. Conservative allocation as electricity rates increases are expected to continue in 2024 and to 2025
Water Billing	26,946	11,582	11,220	12,287	12,656	13,036	13,427	Outsource Water Billing activity. Rate to be reviewed during 2023
Water Charges	476,526	656,774	85,000	450,000	463,500	477,405	491,727	PBC share of GCCC water supply fixed service fee and estimate for PBC approved water credit applications (no water discrepancy budgeted).
Water Meter Reads	12,253	14,286	20,000	15,156	15,611	16,079	16,562	External supplier - cost of quarterly residential water meter reads.
Workers Compensation	183	183	194	194	200	206	212	Workcover estimate
TOTAL ADMIN. FUND EXPENDITURE	9,569,228	10,041,195	10,142,567	11,935,216	12,105,033	12,446,759	12,798,758	
Surplus / (Deficit)	(148,099)	(1,063,411)	(429,449)	(376,655)	-	-	-	
Less credit of prior year surplus	-	-	-	-	-	-	-	
Refund of Surplus - See Mutual Revenue Other in Income	-	-	-	-	-	-	-	
Opening Administration Fund Balance	2,017,614	1,869,515	806,104	376,655	(0)	(0)	(0)	
TOTAL ADMIN. FUND BALANCE	1,869,515	806,104	376,655	(0)	(0)	(0)	(0)	
Number of units of entitlement	1,823	1,823	1,823	1,823	1,823	1,823	1,823	
Amount per unit of entitlement	5,117	4,749	5,289	6,312	6,610	6,797	6,989	

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

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± 0%

Allocation	Yr End 31 Oct 22	Yr End Oct 2023	Yr End Oct 2024	Yr End Oct 2025	Yr End Oct 2026	Yr End Oct 2027	Yr End Oct 2028
Acacia	143,264	132,966	148,100	176,722	185,091	190,315	195,696
Adelia	209,779	194,701	216,860	258,772	271,026	278,675	286,554
Alphitonia		-	206,282	246,149	257,806	265,081	272,576
Alpinia	383,742	356,160	396,696	473,363	495,780	509,772	524,184
Alyxia	235,362	218,445	243,307	290,329	304,078	312,660	321,500
Araucaria	501,423	465,382	518,349	618,527	647,819	666,102	684,934
Ardisia	281,411	261,184	290,910	347,133	363,572	373,833	384,402
Banksia Lakes	255,828	237,440	264,464	315,575	330,520	339,848	349,456
Bauhinia	470,724	436,890	486,614	580,658	608,157	625,320	643,000
Caladenia	158,613	147,213	163,968	195,657	204,922	210,706	216,663
Cassia	593,521	550,861	613,556	732,134	766,806	788,447	810,739
Colvillia	532,122	493,875	550,085	656,396	687,481	706,884	726,869
Corymbia	189,313	175,706	195,703	233,526	244,585	251,487	258,598
Darwinia	112,564	104,474	116,364	138,853	145,429	149,533	153,761
Felicia	245,595	227,942	253,885	302,952	317,299	326,254	335,478
Fuschia	97,215	90,227	100,496	119,919	125,598	129,142	132,793
Harpullia	388,859	360,909	401,985	479,674	502,390	516,569	531,174
Justicia	245,595	227,942	253,885	302,952	317,299	326,254	335,478
Livingstonia	491,190	455,885	507,771	605,904	634,598	652,508	670,956
Molinia	153,497	142,464	158,678	189,345	198,312	203,909	209,674
Plumeria	450,257	417,894	465,457	555,412	581,715	598,132	615,043
Roystonia	332,576	308,672	343,803	410,248	429,676	441,802	454,293
Schotia Island	578,171	536,614	597,689	713,200	746,975	768,056	789,771
Tristania	399,092	370,406	412,564	492,297	515,611	530,163	545,152
Washingtonia	588,404	546,112	608,267	725,823	760,196	781,650	803,749
Woodsia	138,147	128,218	142,811	170,411	178,481	183,518	188,706
Zieria	133,031	123,469	137,521	164,099	171,870	176,721	181,717
AVEO	562,822	522,368	581,821	694,265	727,144	747,665	768,804
Not registered/Non RBC	455,374	422,643	264,464	315,575	330,520	339,848	349,456
	9,327,489	8,657,062	9,642,357	11,505,866	12,050,757	12,390,855	12,741,177

Draft version!

Sanctuary Cove Principal Body Corporate
 Sinking Fund expenditure
 Proposed Budget for the year ending 2025

Project	2021/22	2022/23 Actual			2023/24 Budget (Current Year)			2024/25 Forecast			2025/26 Forecast			2026/27 Forecast			2027/28 Forecast			2028/29 Forecast				
	Balance 31.10.22	Levy	Budget Spend	Revised forecast spend	Actual Spend	Balance	Levy	Estimated Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance
Annual Contribution - as per AssetFinda		2,276,344			2,276,364		2,344,670			2,415,010			2,487,460			2,562,084			2,638,946			2,718,115		
Interest received		40,000			204,297		73,933			80,322			81,186			88,118			107,034			116,937		
Total Including Interest		2,316,344			2,480,661		2,418,603			2,495,332			2,568,646			2,650,202			2,745,981			2,835,052		
Levy per 1823 lots		1,249					1,286			1,325			1,364			1,405			1,448			1,491		
% Change		0.00%					3.00%			3.00%			3.00%			3.00%			3.00%			3.00%		
Spend per Asset Finda																								
Bridges_PBC	456,985	0	0	0	2,475	454,510	100,000	0	554,510	50,000	0	604,510	50,000	0	654,510	0	0	654,510	50,000	0	704,510	50,000	0	754,510
Electrical_Lights_PBC	1,617,558	(540,000)	(860,000)	(293,440)	267,250	810,307	0	(200,000)	610,307	50,000	(14,167)	646,140	0	(7,211)	638,929	20,000	0	658,929	20,000	(57,680)	621,249	20,000	(784,571)	(143,322)
Facilities_Equip_PBC	0	0	0	0	0	0	10,000	(1,450)	8,540	6,000	(706)	13,834	6,000	0	19,834	10,000	(13,445)	16,389	10,000	(526)	25,863	10,000	(5,983)	29,880
FTTH_PBC	(186,004)	452,495	0	0	0	266,491	0	(40,000)	226,491	0	(40,000)	186,491	0	(40,000)	146,491	0	(40,000)	106,491	0	(40,000)	66,491	0	(19,236)	47,255
Harbour_PBC (including revetment walls)	(189,740)	1,068,403	0	0	3,233	875,431	0	0	875,431	3,435	0	878,865	418,852	(1,300,000)	(2,283)	299,376	0	297,093	430,000	0	727,093	430,000	0	1,157,093
Hydraulic & Electrical Supplies	(52,612)	56,000	0	(2,499)	10,430	(7,042)	45,000	0	37,958	50,000	0	87,958	0	0	87,958	8,785	0	96,743	8,785	0	105,528	8,785	0	114,313
Irrigation_Control_PBC (inc A Class water)	795,777	88,918	(1,000,000)	(2,412,339)	2,454,413	(1,569,718)	1,110,009	0	(459,709)	491,117	0	31,408	50,000	(34,414)	46,994	50,000	(40,000)	56,994	200,000	0	256,994	200,000	0	456,994
Irrigation_Mains_PBC	906,212	(600,000)	0	0	(315)	306,527	(306,212)	0	315	0	0	315	0	0	315	100,000	0	100,315	0	0	100,315	0	0	100,315
Irrigation_Valves_PBC	91,058	0	(50,000)	(15,000)	0	91,058	10,000	(31,791)	69,267	(31,506)	0	37,762	10,000	(1,181)	46,581	10,000	0	56,581	10,000	(7,647)	58,933	10,000	(37,333)	31,600
Kerb_PBC	1,460,779	(210,000)	(1,100,000)	(1,183,562)	1,105,272	145,507	100,000	(750,000)	(504,493)	690,000	0	185,507	20,000	(24,844)	180,664	50,000	(974)	229,690	150,000	(42,884)	236,806	150,000	0	386,806
Landscape_PBC (including parks and playgrounds)	130,524	245,000	(350,000)	(550,000)	175,118	200,406	350,000	(73,920)	476,486	0	(82,929)	393,557	10,000	(73,920)	329,637	138,291	0	467,928	118,396	(200,000)	386,324	118,396	(85,060)	419,650
Path_PBC	634,692	50,000	(60,000)	(60,000)	55,874	628,818	127,785	(240,000)	516,603	(200,000)	0	316,603	0	0	316,603	100,000	0	416,603	100,000	0	516,603	100,000	0	616,603
Pumps_PBC	112,199	30,000	(50,000)	(50,000)	0	142,199	50,000	(60,000)	132,199	0	0	132,199	50,000	(50,000)	132,199	50,000	(47,896)	134,303	150,000	(102,395)	181,908	150,000	(122,191)	209,717
Reports	107,400	50,000	(50,000)	(30,000)	875	156,525	20,000	(30,000)	146,525	20,000	(30,000)	136,525	10,000	(30,000)	116,525	10,000	(30,000)	96,525	10,000	(30,000)	76,525	10,000	0	86,525
Roads_PBC (including parking)	3,104	706,847	0	(100,000)	161,359	548,592	0	0	548,592	50,000	(20,713)	577,879	0	0	577,879	0	(20,713)	557,166	100,000	(393,859)	263,306	100,000	(472,865)	(109,558)
Security_System_PBC (including alarm monitoring)	187,006	160,000	0	(252,144)	264,798	82,208	697,078	(445,068)	334,217	630,000	(500,000)	464,217	322,391	(378,102)	408,506	250,000	(47,518)	610,988	250,000	(4,680)	856,308	250,000	(446,893)	659,415
Stormwater_Line_PBC	282,793	79,917	(20,000)	(20,000)		362,710	0	0	362,710	79,917	0	442,627	44,000	0	486,627	49,958	0	536,585	50,000	0	586,585	50,000	0	636,585
Stormwater_Point_PBC	287,015	37,436	(100,000)	(100,000)	68,805	255,646	0	0	255,646	62,000	0	317,646	62,000	0	379,646	62,000	0	441,646	40,000	0	481,646	40,000	(240,700)	280,946
Switchboard_Meter_PBC	209,171	0	(11,850)	(11,850)		209,172	53,868	(67,943)	195,096	30,000	0	225,096	40,000	(46,072)	219,024	20,000	(6,050)	232,974	40,000	(36,392)	236,583	40,000	(27,922)	248,661
Wall_Fences_PBC	57,583	50,000	0	0	9,835	97,749	10,000	0	107,749	126,328	0	234,077	0	0	234,077	0	0	234,077	200,000	0	434,077	200,000	(8,029)	626,048
Wastewater_Line_PBC	300,000	150,000	(20,000)	(20,000)	0	450,000	50,000	0	500,000	0	0	500,000	515,000	(500,000)	515,000	0	0	515,000	0	(100,000)	415,000	0	0	415,000
Wastewater_MH_PBC	291,133	150,000	0	0	0	441,133	25,000	0	466,133	(150,000)	0	316,133	0	0	316,133	0	0	316,133	0	0	316,133	0	0	316,133
Wastewater_RM_PBC	300,000	40,000	0	0	0	340,000	40,000	0	380,000	(200,000)	0	180,000	40,000	0	220,000	40,000	0	260,000	30,000	0	290,000	30,000	0	320,000
Water_Lines_PBC	429,633	154,308	0	(380,000)	359,502	224,439	0	0	224,439	568,882	(900,000)	93,321	644,328	(500,000)	237,649	1,300,717	(500,000)	1,038,366	697,724	(200,000)	1,536,090	697,724	(129,041)	2,233,813
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	364,827	40,000	(250,000)	(100,000)	49,605	355,221	75,000	(250,000)	180,221	140,000	(242,893)	77,328	260,000	(227,698)	109,630	65,000	(13,650)	160,980	65,000	(109,713)	116,267	65,000	(129,041)	52,226
WW_H_Connection_PBC	318,539	0	0	0	0	318,539	(200,000)	0	118,539	23,083	0	141,622	0	0	141,622	0	0	141,622	0	0	141,622	0	0	141,622
Vehicles	(26,258)	33,020	0	0	54,750	(47,988)	45,000	(2,988)	0	0	(2,988)	0	10,000	(61,000)	(53,988)	10,000	0	(43,988)	10,000	0	(33,988)	10,000	0	(23,988)
Facilities Compound	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Spend	8,889,375	2,292,344	(3,921,850)	(5,580,834)	6,138,439	2,412,528	(2,190,182)	6,360,784	2,489,256	(1,631,409)	7,218,632	2,562,571	(3,274,442)	6,506,761	2,644,127	(760,246)	8,390,643	2,739,905	(1,425,776)	9,704,771	2,739,905	(2,379,824)	10,064,852	

PRINCIPAL BODY CORPORATE

Budgeted Levy split - Year End 31 October 2025

(exc. GST)

	GTP	ADMIN FUND LEVY					SINKING FUND LEVY					TOTAL				
		1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL
		1,577.88	1,577.88	1,577.88	1,577.88	6,311.50	331.19	331.19	331.19	331.19	1,324.74	1,909.06	1,909.06	1,909.06	1,909.06	7,636.25
AVEO Sanctuary Cove Trust	110	173,566.27	173,566.27	173,566.27	173,566.27	694,265.07	36,430.48	36,430.48	36,430.48	36,430.48	145,721.93	209,996.75	209,996.75	209,996.75	209,996.75	839,987.00
Acacia	28	44,180.50	44,180.50	44,180.50	44,180.50	176,722.02	9,273.21	9,273.21	9,273.21	9,273.21	37,092.85	53,453.72	53,453.72	53,453.72	53,453.72	213,814.87
Adelia	41	64,692.88	64,692.88	64,692.88	64,692.88	258,771.53	13,578.63	13,578.63	13,578.63	13,578.63	54,314.54	78,271.52	78,271.52	78,271.52	78,271.52	313,086.06
Alphitonia	39	61,537.13	61,537.13	61,537.13	61,537.13	246,148.53	12,916.26	12,916.26	12,916.26	12,916.26	51,665.05	74,453.39	74,453.39	74,453.39	74,453.39	297,813.57
Alpinia	75	118,340.64	118,340.64	118,340.64	118,340.64	473,362.55	24,838.96	24,838.96	24,838.96	24,838.96	99,355.86	143,179.60	143,179.60	143,179.60	143,179.60	572,718.41
Alyxia	46	72,582.26	72,582.26	72,582.26	72,582.26	290,329.03	15,234.57	15,234.57	15,234.57	15,234.57	60,938.26	87,816.82	87,816.82	87,816.82	87,816.82	351,267.29
Araucaria	98	154,631.77	154,631.77	154,631.77	154,631.77	618,527.07	32,456.25	32,456.25	32,456.25	32,456.25	129,824.99	187,088.01	187,088.01	187,088.01	187,088.01	748,352.06
Ardisia	55	86,783.13	86,783.13	86,783.13	86,783.13	347,132.54	18,215.24	18,215.24	18,215.24	18,215.24	72,860.96	104,998.38	104,998.38	104,998.38	104,998.38	419,993.50
Banksia Lakes	50	78,893.76	78,893.76	78,893.76	78,893.76	315,575.03	16,559.31	16,559.31	16,559.31	16,559.31	66,237.24	95,453.07	95,453.07	95,453.07	95,453.07	381,812.27
Bauhinia	92	145,164.52	145,164.52	145,164.52	145,164.52	580,658.06	30,469.13	30,469.13	30,469.13	30,469.13	121,876.52	175,633.65	175,633.65	175,633.65	175,633.65	702,534.58
Caladenia	31	48,914.13	48,914.13	48,914.13	48,914.13	195,656.52	10,266.77	10,266.77	10,266.77	10,266.77	41,067.09	59,180.90	59,180.90	59,180.90	59,180.90	236,723.61
Cassia	116	183,033.52	183,033.52	183,033.52	183,033.52	732,134.08	38,417.60	38,417.60	38,417.60	38,417.60	153,670.40	221,451.12	221,451.12	221,451.12	221,451.12	885,804.48
Colvillia	104	164,099.02	164,099.02	164,099.02	164,099.02	656,396.07	34,443.36	34,443.36	34,443.36	34,443.36	137,773.46	198,542.38	198,542.38	198,542.38	198,542.38	794,169.53
Corymbia	37	58,381.38	58,381.38	58,381.38	58,381.38	233,525.53	12,253.89	12,253.89	12,253.89	12,253.89	49,015.56	70,635.27	70,635.27	70,635.27	70,635.27	282,541.08
Darwinia	22	34,713.25	34,713.25	34,713.25	34,713.25	138,853.01	7,286.10	7,286.10	7,286.10	7,286.10	29,144.39	41,999.35	41,999.35	41,999.35	41,999.35	167,997.40
Felicia	48	75,738.01	75,738.01	75,738.01	75,738.01	302,952.03	15,896.94	15,896.94	15,896.94	15,896.94	63,587.75	91,634.95	91,634.95	91,634.95	91,634.95	366,539.78
Fuschia	19	29,979.63	29,979.63	29,979.63	29,979.63	119,918.51	6,292.54	6,292.54	6,292.54	6,292.54	25,170.15	36,272.17	36,272.17	36,272.17	36,272.17	145,088.66
Harpullia	76	119,918.51	119,918.51	119,918.51	119,918.51	479,674.05	25,170.15	25,170.15	25,170.15	25,170.15	100,680.60	145,088.66	145,088.66	145,088.66	145,088.66	580,354.66
Justicia	48	75,738.01	75,738.01	75,738.01	75,738.01	302,952.03	15,896.94	15,896.94	15,896.94	15,896.94	63,587.75	91,634.95	91,634.95	91,634.95	91,634.95	366,539.78
Livingstonia	96	151,476.02	151,476.02	151,476.02	151,476.02	605,904.06	31,793.88	31,793.88	31,793.88	31,793.88	127,175.50	183,269.89	183,269.89	183,269.89	183,269.89	733,079.57
Molinia	30	47,336.26	47,336.26	47,336.26	47,336.26	189,345.02	9,935.59	9,935.59	9,935.59	9,935.59	39,742.34	57,271.84	57,271.84	57,271.84	57,271.84	229,087.36
Plumeria	88	138,853.01	138,853.01	138,853.01	138,853.01	555,412.06	29,144.39	29,144.39	29,144.39	29,144.39	116,577.54	167,997.40	167,997.40	167,997.40	167,997.40	671,989.60
Roystonea	65	102,561.89	102,561.89	102,561.89	102,561.89	410,247.54	21,527.10	21,527.10	21,527.10	21,527.10	86,108.41	124,088.99	124,088.99	124,088.99	124,088.99	496,355.96
Schotia Island	113	178,299.89	178,299.89	178,299.89	178,299.89	713,199.58	37,424.04	37,424.04	37,424.04	37,424.04	149,696.16	215,723.93	215,723.93	215,723.93	215,723.93	862,895.74
Tristania	78	123,074.26	123,074.26	123,074.26	123,074.26	492,297.05	25,832.52	25,832.52	25,832.52	25,832.52	103,330.09	148,906.79	148,906.79	148,906.79	148,906.79	595,627.15
Washingtonia	115	181,455.64	181,455.64	181,455.64	181,455.64	725,822.58	38,086.41	38,086.41	38,086.41	38,086.41	152,345.65	219,542.06	219,542.06	219,542.06	219,542.06	878,168.23
Woodsia	27	42,602.63	42,602.63	42,602.63	42,602.63	170,410.52	8,942.03	8,942.03	8,942.03	8,942.03	35,768.11	51,544.66	51,544.66	51,544.66	51,544.66	206,178.63
Zieria	26	41,024.75	41,024.75	41,024.75	41,024.75	164,099.02	8,610.84	8,610.84	8,610.84	8,610.84	34,443.36	49,635.60	49,635.60	49,635.60	49,635.60	198,542.38
	1,773															
Not registered (Mulpha SC Dev PL)	50	78,893.76	78,893.76	78,893.76	78,893.76	315,575.03	16,559.31	16,559.31	16,559.31	16,559.31	66,237.24	95,453.07	95,453.07	95,453.07	95,453.07	381,812.27
	1,823	2,876,466.43	2,876,466.43	2,876,466.43	2,876,466.43	11,505,865.73	603,752.44	603,752.44	603,752.44	603,752.44	2,415,009.77	3,480,218.88	3,480,218.88	3,480,218.88	3,480,218.88	13,920,875.50

Sanctuary Cove Primary Thoroughfare Body Corporate - Budget levy Summary for Year Ending 31 October 2025

	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
Fund	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	1,532,218	0.2%	1,533,333	0.1%	1,719,136	12.1%	1,741,021	1.3%	1,758,072	2.3%	1,775,635	2.0%
Previous years surplus utilised	- 159,232	53.1%	- 211,583	32.9%	- 126,056		-		-		-	
Sinking	850,000	(16.8)%	951,150	11.9%	1,052,300	10.6%	1,083,869	3.0%	1,116,385	6.1%	1,149,877	6.1%
Total Fund Levies	2,222,986	(9.16)%	2,272,900	2.2%	2,645,380	16.4%	2,824,890	6.8%	2,874,457	8.7%	2,925,512	3.6%
No of Lots	4,250		4,250		4,250		4,250		4,250		4,250	
Levies Per Lot												
Administration	323		311		375		410		414		418	
Sinking	200		224		248		255		263		271	
Total Levies per annum	523		535		623		665		677		689	
Change Yr on Yr	(52)		12		88		42		12		12	
% +/-	(9.04)%		2.29%		16.45%		6.74%		1.80%		1.77%	
		<i>Estimate</i>		<i>Estimate</i>								
Registered RBC's, PBC & PTBC		27		27								
Subcommittees		3		3								
Formal Meetings held per year circa		168		168								

Draft version

Sanctuary Cove Primary Thoroughfare Body Corporate - Administration Budget for Year Ending 31 October 2024
DRAFT Version 3.1

Description	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Growth rate			COMMENTS
					Forecast 2026	Forecast 2027	Forecast 2028	
LEVIES ADMINISTRATION FUND	1,529,629	1,532,218	1,533,333	1,719,136	1,741,021	1,758,072	1,775,635	
less credit for previous year surplus	(104,009)	(159,232)	(211,583)	(126,056)				
NET ADMINISTRATION FUND LEVY	1,425,620	1,373,136	1,321,750	1,593,080	1,741,021	1,758,072	1,775,635	
Non-Mutual Rev - Other	787	2,079						
Mutual Revenue - Other (Incl Prior Year refund)								
TOTAL ADMIN. FUND INCOME	1,426,407	1,375,216	1,321,750	1,593,080	3,482,043	3,516,144	3,551,270	
Accounting - audit	3,113	3,310	3,352	3,511	3,511	3,511	3,511	External auditor audit of annual financial reports.
Accounting - tax services	180	220	220	220	220	220	220	External tax agent for lodgement of tax return
Admin - software licence costs	6,306	11,605	8,846	12,312	12,312	12,312	12,312	Assetfinda licence, MapInfo costs, MapInfo upgrades, Stratamax, software upgrades/purchases
Admin - meetings	348	278	365	295	295	295	295	Meetings allowance for communication equipment
Admin - IT Monthly Maintenance	10,300	10,721	11,000	11,374	11,374	11,374	11,374	Share of Cybernet monthly costs - support for Cameras, Gates, StrataMax
Admin - postage	205	171	240	181	181	181	181	Postage costs.
Admin - print/copy costs	1,077	1,030	1,200	1,093	1,093	1,093	1,093	Print copy costs.
Admin - bank charges	167	120	209	127	127	127	127	
Management Fees	373,667	454,034	403,841	496,350	506,937	521,088	535,664	Administration and Management Agreement services, from community.
Security services	71,699	66,281	78,830	85,929	97,226	100,124	103,110	Contribution to 24/7 Security services per User Agreement
Network Manager Service Fees	-	-	-	-	-	-	-	- Network Service Agreement. Refer FTTH budget - PTBC 0%, PBC 100%
Consultants	26,920	9,235	10,000	9,797	9,797	9,797	9,797	Estimate allowance based on 2022/23 actuals
Legal Services	4,773	20,042	10,000	21,263	21,263	21,263	21,263	Estimate allowance based on 2022/23 actuals
Cleaning	-	1,775	-	1,883	1,883	1,883	1,883	
Debt Collection	-	2,090	500	500	500	500	500	Estimate allowance
Electrical - charged wage	17,905	22,186	27,047	23,937	23,937	23,937	23,937	Salary and Oncosts, Fuel and MV Expenses, Licences, includes estimate for 50% of an apprentice to be shared with plumbing
Electrical - Materials / Machinery	13,862	12,512	16,200	13,274	13,274	13,274	13,274	Estimate contract materials and machinery. Estimate allowance based on 2022/23 actuals
Fire Protection - audit/inspect	-	1,899	2,233	2,015	2,015	2,015	2,015	Inspection, testing and repairs. Estimate allowance based on 2022/23 actuals
Gross Pollutant Trap - MTCE	113	1,238	1,573	1,573	1,573	1,573	1,573	Gross Pollutant Trap- estimate assumes no change to 2023/24 budget
Grounds & Garden - contract	179,747	182,144	185,546	250,000	250,000	250,000	250,000	Contract - Landscape Solutions (CONTRACT ENDS 31.10.24). Expected significant increase in landscaping tender submissions.
Grounds & Garden - mulching	3,755	3,600	40,000	40,000	40,000	40,000	40,000	Based on 2023/24 budgeted
Grounds & Garden - other	49,121	38,839	45,000	45,000	45,000	45,000	45,000	General landscape maintenance, some of which will be seasonal/cyclical. Based on 2023/24 budgeted
Grounds & Garden - Tree Management	22,814	26,300	30,000	30,000	30,000	30,000	30,000	Based on 2023/24 budgeted
Hire/Rental	7,320	6,427	1,782	6,818	6,818	6,818	6,818	GCCC lease of effluent easement + 2x5%. Portable shed and Toilet rentals should no longer be required
Insurance - Brokerage	1,854	1,994	2,243	2,115	2,115	2,115	2,115	2023/2024 proposal cost (15% allocation), plus 10%
Insurance Excess	10,000	(20,000)	10,000	10,000	10,000	10,000	10,000	Allowance 1 claim - excess cost \$10,000
Insurance Premiums	83,888	80,598	86,187	85,506	85,506	85,506	85,506	Strata, public liab. Inflationary increase based on 2022/23 Actuals
Irrigation - contract	74,427	74,507	48,891	58,774	58,774	58,774	58,774	CONTRACT ENDS 31.10.23. 3 year agreement. Bringing in house to be considered.
Irrigation - Materials / Machinery	15,632	2,505	20,000	2,658	2,658	2,658	2,658	Estimate contract materials and machinery based on 2022/23 Actuals
Irrigation - Entrance Lakes Maintenance	23,778	37,415	31,200	-	-	-	-	Management of certain lakes on the golf course related to current irrigation configuration of the site was - \$6,660.66pm, 29.75% share. NIL when A class water is running. Entry lakes maintenance for 2023 and 2024 moved from Grounds & Garden- other and increased to October 2022 actual cost level.

Sanctuary Cove Primary Thoroughfare Body Corporate - Administration Budget for Year Ending 31 October 2024

DRAFT Version 3.1

Irrigation - A class water usage	4,390	6,158	45,990	45,990	45,990	45,990	45,990	788,400 annual estimate x .20 till June 2023 and then increased to .30. PTBC Share
Plumbing - contract	6,894	7,993	13,132	8,624	8,624	8,624	8,624	Salary and Oncosts, Fuel and MV Expenses, Licences
Plumbing - materials/machinery	22,303	3,997	16,000	16,000	16,000	16,000	16,000	Estimate contract materials and machinery provision for plumbing R&M
Pest Control	2,373	1,200	2,200	2,200	2,200	2,200	2,200	Termite Bait Inspection
Mtce - animal management	41,525	109,065	100,000	100,000	100,000	100,000	100,000	Kangaroo fertility management plan Yr 5 per contract + \$20k for other animals
Repairs & Maintenance	16,685	14,815	15,000	15,000	15,000	15,000	15,000	General maintenance of common property and assets.
Repairs & Maintenance - air conditioning	3,886	2,978	5,500	5,500	5,500	5,500	5,500	Maintenance of air conditioning at the Roundhouse. Contract \$120pm. + \$4k allowance for repairs
Repairs & Maintenance - electrical	3,108	1,795	5,000	5,000	5,000	5,000	5,000	General lighting and electrical repairs
Repairs & Maintenance - fences	6,505	12,000	7,000	12,360	12,360	12,360	12,360	Allowance for fence repairs.
Repairs & Maintenance - gates	42,608	38,936	45,000	45,000	45,000	45,000	45,000	Allowance for repair. Cost previously shared with PBC.
Repairs & Maintenance - CCTV	5,105	-	5,000	5,000	5,000	5,000	5,000	General maintenance of CCTV provision for R&M
Roads	37,517	6,195	30,000	30,000	30,000	30,000	30,000	Maintenance of roads/hazard management maintained 2023/24 budget value provision
Road Sanding	17,110	19,765	21,218	22,510	22,510	22,510	22,510	Estimate for annual sanding of paved roads.
Road sweeping	19,393	19,691	21,296	26,834	26,834	26,834	26,834	Specialised Pavement Services. Projected increase on contract renewal
Signage	3,890	2,949	3,500	3,129	3,129	3,129	3,129	Provision for signage
Waste Removal - other	1,450	-	4,000	4,000	4,000	4,000	4,000	Provision for skip bin usage
Land Holding - land tax	18,128	6,875	20,239	21,251	21,251	21,251	21,251	Estimate of annual assessment based on valuation of land owned as at 30 June each year.
Land Holding - rates	6,555	6,917	7,219	7,263	7,263	7,263	7,263	Council rates and charges
Electricity - charges	80,949	92,230	89,246	101,684	101,684	101,684	101,684	LPE - Electricity supply Coombabah pump station, roundhouse, streetlighting (Origin) and other. LPE embedded network rates fixed till 31/01/2024, large increases expected to these rates.
Water Charges	1,575	1,575	-	25,000	25,000	25,000	25,000	Estimate for PTBC share of water variance amount after reconciliation to GCCC water charges
Water Meter Reads	94	-	103	103	103	103	103	External contractor cost of commercial zone quarterly water meter reads
Water Testing	-	-	-	-	-	-	-	GCCC water testing, Nil post deregistration as water provider
Workers Compensation	183	183	184	184	184	184	184	Workcover estimate
TOTAL ADMIN FUND EXPENDITURE	1,318,832	1,408,392	1,533,333	1,719,136	1,741,021	1,758,072	1,775,635	
<u>Surplus / (Deficit)</u>	107,574	(33,176)	(211,583)	(126,056)	1,741,021	1,758,072	1,775,635	
Refund of Surplus	-	-	-	-	-	-	-	
Opening Admin Fund Balance	263,240	370,815	337,639	337,638	211,582	1,952,604	3,710,676	
TOTAL ADMIN FUND BALANCE	370,815	337,638	126,056	211,582	1,952,604	3,710,676	5,486,311	
Number of units of entitlement	4,250	4,250	4,250	4,250	4,250	4,250	4,250	
Amount per unit of entitlement per budget	335.44	323.06	311.00	374.84	409.65	413.66	417.80	

Allocation	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Forecast 2026	Forecast 2027	Forecast 2028
Sanc Cove Golf & Country Club	2,348	2,262	2,177	2,624	2,868	2,896	2,925
RECC Properties	335	323	311	375	410	414	418
Mulpha Sanctuary Cove Developments	14,088	13,569	13,062	15,743	17,205	17,374	17,547
Mulpha Sanctuary Cove Hotel	167,720	161,540	155,500	187,421	204,826	206,832	208,898
Mulpha Sanctuary Cove Marina	67,088	64,616	62,200	74,968	81,930	82,733	83,559
Mulpha Sanctuary Cove Marine Village	402,528	387,696	373,200	449,811	491,583	496,397	501,356
Mulpha Sanctuary Cove Developments	6,373	6,139	5,909	7,122	7,783	7,860	7,938
Sanctuary Cove Golf and Country Club	67,088	64,616	62,200	74,968	81,930	82,733	83,559
PBC	670,880	646,160	622,000	749,685	819,304	827,328	835,593
Mulpha Sanctuary Cove Investments	27,171	26,169	25,191	30,362	33,182	33,507	33,842
	1,425,619	1,373,090	1,321,750	1,593,080	1,741,021	1,758,072	1,775,635

Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
Proposed Budget for the year ending 2025

Project	2021/22			2022/23 Budget			2023/24 Budget (Current Year)			2024/25 Forecast			2025/26 Forecast			2026/27 Forecast			2027/28 Forecast		
	Balance 31.10.22	Levy	Actual Spend	Balance	Levy	Estimated Spend	Balance	Levy	Estimated Spend	Balance	Levy	Estimated Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance		
Annual Contribution - as per AssetFinda		850,000			951,150			1,052,300			1,083,869			1,116,385			1,149,877				
Facilities Compound Rental		50,000			70,000			72,240			74,552			76,937			79,399				
Livingstonia Path rental		0			25,000			25,800			26,626			27,478			28,357				
Interest received		16,000			13,632			28,609			31,684			31,007			39,227				
Total Including Interest		916,000			1,059,782			1,178,949			1,216,731			1,251,807			1,296,860				
Levy per 4250 lots		200			224			248			255			263			271				
% Change		-16.79%			11.90%			23.80%			27.51%			17.37%			9.27%				
Spend per Asset Finda																					
Bridges_PTBC	68,138	0	77,037	141,101	50,000	0	191,101	38,442	0	229,543	20,000	0	249,543	30,000	0	279,543	25,000	0	304,543		
Buildings_PTBC	6,812	148,280	0	9,412	0	(35,270)	(25,857)	50,000	(6,625)	17,518	50,000	(40,000)	27,518	50,000	(46,722)	30,796	50,000	(19,200)	61,596		
Electrical_Lights_PTBC	49,764	50,000	44,002	155,762	150,000	0	305,762	36,048	(20,990)	320,820	40,000	(73,849)	286,971	30,000	(14,880)	302,091	30,000	(8,260)	323,831		
Facilities Equipment_PTBC	0	0	0	0	1,000	(166)	834	166	0	1,000	20,000	(16,176)	4,824	10,000	(3,886)	10,938	5,000	0	15,938		
FTTH_PBC	554,200	(824,651)	0	554,200	171,000	0	725,200	99,452	0	824,652	0	0	824,652	0	0	824,652	0	0	824,652		
Harbour_PTBC (including revetment walls)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hydraulic & Electrical Supplies	148	14,225	5,732	(5,584)	0	0	(5,584)	700	0	(4,884)	0	0	(4,884)	5,000	0	116	5,000	0	5,116		
Irrigation_Control_PTBC (inc A Class water)	803,458	0	1,050,578	(247,121)	295,525	0	48,404	0	0	48,404	(45,000)	0	3,404	0	0	3,404	340,000	0	343,404		
Irrigation_Mains_PTBC	315,525	0	0	315,525	(315,525)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Irrigation_Valves_PTBC	87,015	0	0	88,015	0	(1,936)	86,079	0	0	86,079	20,000	0	106,079	20,000	0	126,079	20,000	0	146,079		
Kerb_PTBC	(157,413)	268,391	58,980	(166,393)	20,000	0	(146,393)	375,000	(16,996)	211,612	340,187	(450,000)	101,799	110,000	0	211,799	20,000	0	231,799		
Landscape_PTBC (including parks and playgrounds)	373,494	120,388	51,696	571,799	20,000	(30,000)	561,799	0	(30,000)	531,799	40,000	(36,172)	535,627	40,000	(100,000)	475,627	120,000	(100,000)	495,627		
Path_PTBC	337,199	55,000	39,434	347,765	1,000	(207,000)	141,765	110,000	0	251,765	40,000	(243,000)	48,765	30,000	0	78,765	20,000	0	98,765		
Pumps_PTBC	2,426	30,000	79,886	(27,459)	21,598	(10,000)	(15,862)	30,000	(10,000)	4,138	50,000	(48,400)	5,738	50,000	(28,435)	27,303	40,000	(24,058)	43,245		
Reports	49,198	20,000	4,850	64,348	0	(20,000)	44,348	10,000	(20,000)	34,348	20,000	(20,000)	34,348	50,000	(20,000)	64,348	30,000	(20,000)	74,348		
Roads_PTBC (including parking)	(180,403)	521,609	0	(180,403)	0	0	(180,403)	0	0	(180,403)	277,967	(600,000)	(502,436)	176,178	0	(326,258)	40,000	0	(286,258)		
Security_System_PTBC	49,787	11,000	28,654	56,723	2,000	0	58,723	50,000	(38,523)	70,201	100,000	(80,212)	89,989	100,000	(14,575)	175,414	50,000	(16,355)	209,059		
Stormwater_Line_PTBC	50,000	0	0	50,000	0	0	50,000	(45,000)	0	5,000	0	0	5,000	0	0	5,000	0	0	5,000		
Stormwater_Point_PTBC	37,100	0	0	37,100	0	0	37,100	72,400	0	109,500	0	0	109,500	0	0	109,500	0	0	109,500		
Switchboard_Meter_PTBC	80,000	0	0	90,000	0	(12,100)	77,900	0	(18,150)	59,750	10,000	(12,100)	57,650	5,000	(2,420)	60,230	10,000	(18,480)	51,750		
Wall_Fences_PTBC (including gates)	(252,518)	247,000	68,315	(245,832)	292,148	(350,000)	(303,684)	103,269	0	(200,415)	105,000	(15,972)	(111,387)	173,482	(176,524)	(114,429)	94,899	(16,724)	(36,254)		
Wastewater_Line_PTBC	413,712	(16,766)	0	413,712	0	0	413,712	0	0	413,712	5,000	0	418,712	50,000	0	468,712	25,000	0	493,712		
Wastewater_MH_PTBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Wastewater_RM_PTBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water_Lines_PTBC	150,000	0	0	150,000	0	0	150,000	33,341	0	183,341	80,371	0	263,712	285,186	(500,000)	48,898	300,000	0	348,898		
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(103,110)	209,714	0	(93,110)	0	(10,000)	(103,110)	0	(38,701)	(141,811)	25,000	(25,900)	(142,711)	20,000	0	(122,711)	15,000	(14,450)	(122,161)		
WW_H_Connection_PTBC	71,120	0	0	71,120	0	0	71,120	0	0	71,120	0	0	71,120	5,000	0	76,120	20,000	0	96,120		
New Asset - Facilities Compound	(408,812)	61,810	231,213	(578,215)	351,036	0	(27,179)	208,170	0	(19,010)	11,245	0	(7,765)	5,000	0	(2,765)	30,000	0	27,235		
Vehicles	0	0	23,464	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)		
Total Spend	2,396,841	916,000	1,763,841	1,549,001	1,059,782	(676,471)	1,932,311	1,171,988	(199,984)	2,904,315	1,209,770	(1,661,781)	2,452,304	1,244,846	(907,442)	2,789,708	1,289,899	(237,528)	3,842,079		

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PRIMARY THROUGHFARE BODY CORPORATE

Budgeted Levy split - Year End 31 October 2025

(exc. GST)

	Lots	ADMIN FUND LEVY					SINKING FUND LEVY					TOTAL				
		1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL
Per Lot		93.71	93.71	93.71	93.71	374.84	61.90	61.90	61.90	61.90	247.60	155.61	155.61	155.61	155.61	622.44
Sanc Cove Golf & Country Club	7	655.97	655.97	655.97	655.97	2,623.90	433.30	433.30	433.30	433.30	1,733.20	1,089.27	1,089.27	1,089.27	1,089.27	4,357.10
RECC Properties	1	93.71	93.71	93.71	93.71	374.84	61.90	61.90	61.90	61.90	247.60	155.61	155.61	155.61	155.61	622.44
Mulpha Sanctuary Cove Developments	42	3,935.84	3,935.84	3,935.84	3,935.84	15,743.38	2,599.80	2,599.80	2,599.80	2,599.80	10,399.20	6,535.64	6,535.64	6,535.64	6,535.64	26,142.58
Mulpha Sanctuary Cove Hotel	500	46,855.29	46,855.29	46,855.29	46,855.29	187,421.16	30,950.00	30,950.00	30,950.00	30,950.00	123,800.00	77,805.29	77,805.29	77,805.29	77,805.29	311,221.16
Mulpha Sanctuary Cove Marina	200	18,742.12	18,742.12	18,742.12	18,742.12	74,968.47	12,380.00	12,380.00	12,380.00	12,380.00	49,520.00	31,122.12	31,122.12	31,122.12	31,122.12	124,488.47
Mulpha Sanctuary Cove Marine Village	1,200	112,452.70	112,452.70	112,452.70	112,452.70	449,810.79	74,280.00	74,280.00	74,280.00	74,280.00	297,120.00	186,732.70	186,732.70	186,732.70	186,732.70	746,930.79
Mulpha Sanctuary Cove Developments	19	1,780.50	1,780.50	1,780.50	1,780.50	7,122.00	1,176.10	1,176.10	1,176.10	1,176.10	4,704.40	2,956.60	2,956.60	2,956.60	2,956.60	11,826.40
Sanctuary Cove Golf and Country Club	200	18,742.12	18,742.12	18,742.12	18,742.12	74,968.47	12,380.00	12,380.00	12,380.00	12,380.00	49,520.00	31,122.12	31,122.12	31,122.12	31,122.12	124,488.47
Mulpha Sanctuary Cove Investments	81	7,590.56	7,590.56	7,590.56	7,590.56	30,362.23	5,013.90	5,013.90	5,013.90	5,013.90	20,055.60	12,604.46	12,604.46	12,604.46	12,604.46	50,417.83
PBC	2,000	187,421.16	187,421.16	187,421.16	187,421.16	749,684.66	123,800.00	123,800.00	123,800.00	123,800.00	495,200.00	311,221.16	311,221.16	311,221.16	311,221.16	1,244,884.66
	4,250	398,269.97	398,269.97	398,269.97	398,269.97	1,593,079.89	263,075.00	263,075.00	263,075.00	263,075.00	1,052,300.00	661,344.97	661,344.97	661,344.97	661,344.97	2,645,379.89

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**CORRESPONDENCE
FOR INFORMATION**

ITEM 1

18 April 2024

Members Nominee
Adelia Body Corporate
PO Box 15
SANCTUARY COVE QLD 4212

Copy via Email

Dear Members Nominee,

RE: SANCTUARY COVE COMMUNITY SERVICES LIMITED 2024 ANNUAL GENERAL MEETING

We wish to advise we have received notice from Sanctuary Cove Community Services Limited (SCCSL) of its Annual General Meeting (AGM), to be held from **2.00pm on Thursday, 9 May 2024** within Meeting Room 1 at Sanctuary Cove Body Corporate Services.

The Board of SCCSL has advised that they would like to extend an invitation to you, as a member of the Principal Body Corporate (PBC), to attend the AGM as an invitee.

Mr Stuart Shakespeare, in his capacity as the PBC Shareholders Representative, will be voting on behalf of the PBC. The Board of SCCSL have requested that all questions from PBC committee members be directed to the Board of SCCSL via their Representative.

Please ensure any questions are submitted in writing to your Representative by no later than close of business on Thursday, 2 May 2024.

Please find enclosed a copy of the SCCSL AGM Papers.

Regards,
Sanctuary Cove Principal Body Corporate

Brian Earp

Brian Earp
Secretary

ITEM 2

From: [Jodie Syrett](#)
To: [Jodie Syrett](#)
Subject: FW: PBC Chairperson_Note to Members Nominees
Date: Monday, 29 April 2024 2:59:19 PM

From: Stuart Shakespeare
Sent: Friday, April 26, 2024 1:06 PM
To: Stuart Shakespeare
Subject: PBC Chairperson_Note to Members Nominees

Dear Members' Nominees

Firstly, my apologies for not being able to attend Wednesday's meeting, and my thanks to Cheryl for attending in my place.

I submitted voting papers for the PBC and PTBC meetings. I voted 'no' to the following two PTBC motions that were passed with the support of the Mulpha and Golf Club Holdings representatives.

Motion 3 - Village Gates and Road Upgrade (Agenda Item 5.3)

Proposed by: Statutory Motion (?)

THAT acknowledging the need to align the proposed project works, the PTBC agrees that Mulpha Developments will take on project management responsibilities for the roadworks upgrade of the area, encompassing paving, kerbing, and civil components formerly managed by the PTBC. All costs associated with these works, as mutually agreed upon, will be appropriately allocated and on charged to the PTBC by Mulpha Developments at cost price.

Note: The landscaping aspect of the project will be executed by the PTBC upon the project's completion.

At the meeting, Cheryl McBride mentioned, on my behalf, that there is a PBC expectation that all costs associated with the relocation of the Village Gates would be borne by Mulpha. The CEO (as Secretary of the PTBC) and the Mulpha representatives expressed the view that no undertaking of this kind was given or implied by them.

I draw the members' attention to the following –

1. This motion was proposed and passed without the provision of quotes, drawings or an agreed apportionment of costs.
2. The PTBC appears to have delegated its management responsibilities to Mulpha, on an unconditional basis.
3. The PBC contributes 47% of the PTBC's funds, so therefore the PBC will

be contributing the same percentage of the project costs apportioned to the PTBC.

4. There is no reference in the motion to where the PTBC funds for this work are coming from.

5. In the latter half of 2023, the Matters in Progress Report indicates that Mulpha was commencing the Village Gates relocation project. Due to timing constraints, Mulpha subsequently announced that the infrastructural works for the Village Gate project would proceed, with the remainder to commence in June 2024, after the Boat Show. There was no indication that the PTBC had agreed to pay or had approved funds for this work. The impression was that the Village Gate relocation was a Mulpha-funded and implemented project, to accommodate their adjoining development parcels.

This matter will need further consideration at the next PBC EC and EGM. In the meantime, I would welcome comments from you.

Motion 4 - PTBC instructs the Company (SCCSL) to source an Independent Director for the SCCSL Board (Agenda Item 5.4)

Proposed by: PTBC Chairperson

THAT the PTBC requests the Board of the Company (SCCSL) to propose a motion to advertise externally for the appointment of an Independent Director to the Board of SCCSL and Subsidiaries. This action will commence by issuing correspondence to the Company (SCCSL) by the PTBC Secretary.

This motion does not accord with the resolution passed by the PBC to seek a twelve-month trial period without an Independent Director on the SCCSL board.

The reasoning provided by the PTBC Chairperson for this motion was the lengthy period it would take to advertise and locate suitable applicants for the position of SCCSL Independent Director. This comment assumes an outcome before an evaluation of the 12-month moratorium period and the independent governance review.

The PBC and the PTBC are therefore, not in agreement on this matter.

Regards

ITEM 3

From: [Dale StGeorge](#)
To: Division2@goldcoast.qld.gov.au
Cc: [Jodie Syrett](#); [Shayn Fox](#)
Subject: Traffic Lights - Edgecliff Drive and Sickle Avenue.
Date: Wednesday, 1 May 2024 1:21:44 PM
Attachments: [image001.png](#)

Afternoon Naomi,

Congratulations once again as our Candidate for Division 2 for the City of the Cold Coast – we are in capable hands.

Further to our conversation over the phone this morning, a potentially dangerous situation is developing on the Sickle Avenue Exit and Entry to Sanctuary Cove Resort.

With the large development along Sickle Avenue and the ongoing building at Sanctuary Cove, residents have concerns with the potential of a serious accident occurring soon.

Any assistance that you are able to provide in investigating this crossroad, would be appreciated.

Kind Regards,

DALE ST GEORGE

Chief Executive Officer

Direct 07 5500 3321 | dale.stgeorge@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



SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD

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ITEM 4

From: Division 2 - Cr Naomi Fowler <Division2@goldcoast.qld.gov.au>

Sent: Friday, May 3, 2024 2:56 PM

To: Dale StGeorge <dale.stgeorge@scove.com.au>

Subject: RE: Dale St George, 1 Masthead Way, Sanctuary Cove re Traffic Lights - Edgecliff Drive and Sickle Avenue.

Dear Dale

Thank you for your email, which is acknowledged and will be brought to Cr Naomi Fowler's attention at the earliest opportunity.

Kind regards

Ulta Brandt

Councillor Administrative Support Officer

Councillor Naomi Fowler Division 2

P: 07 5582 8555

cityofgoldcoast.com.au



Councillor Naomi Fowler

Division 2



CITY OF
GOLDCOAST.

ITEM 5

From: Division 2 - Cr Naomi Fowler <Division2@goldcoast.qld.gov.au>
Sent: Tuesday, May 7, 2024 11:36 AM
To: Dale StGeorge <dale.stgeorge@scove.com.au>
Subject: CR1396844 Dale St George, 1 Masthead Way, Sanctuary Cove re Traffic Lights - Edgecliff Drive and Sickle Avenue.

Dear Dale

Cr Naomi Fowler has asked me to thank you for contacting her regarding your concerns in relation to the intersection at Edgecliff Drive and Sickle Avenue, Hope Island.

Please note that Customer Request No. CR 1396844 has been raised to Council officers for their further investigation.

Kind regards

Ulta Brandt
Councillor Administrative Support Officer
Councillor Naomi Fowler Division 2

P: 07 5582 8555
cityofgoldcoast.com.au



Councillor Naomi Fowler
Division 2



CORRESPONDENCE FOR ACTION

ITEM 1

10/04/2024 Peter Slaski

Hi,

Yesterday 9th April 2024, grass was mowed in front of our unit. At approximately 11.45am to 12.10pm a metal cylinder/sleeve was hurtled over our fence and hit the window on the top floor smashing it. Photos of the cylinder attached. Cylinder is metal and has clear marks on it matching the look of cut by lawn mower blade.

Window replacement have cost \$400 was done and paid yesterday. Job was completed by Empire Glass Australia.

Smashed window picture, metal object picture and quote from Empire attached.

Solid metal cylinder weighs at 360 g and was a very serious SAFETY HAZARD. If it hit a person instead of the house it could have seriously injured or even kill someone.

Please investigate and advise.

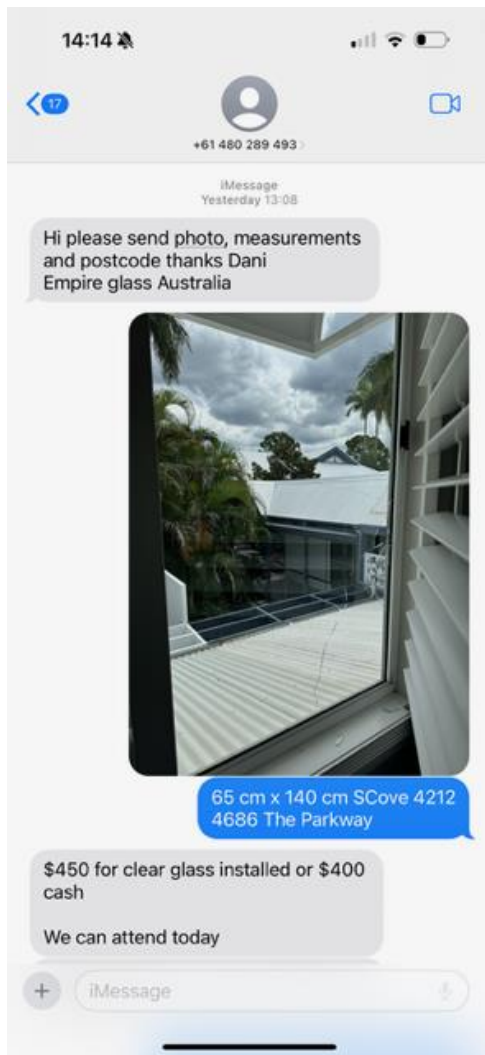
Regards

Peter Slaski 4686 The Parkway S/Cove

Mobile 0401 770 420







On 10 Apr 2024, at 14:03, Facilities Management <facilities@scove.com.au> wrote:

Good Afternoon Peter,

Thank for your time on the phone.

Please email the details of what occurred to this email address, and I will forward to the landscaping contractor manager.

Ensure you include the date and time of the incident, location of broken window, item that broke window and your contact details.

Thank you.

Kind Regards,

ELIZA COURT

Facilities Services Officer

On 12 Apr 2024, at 11:31, Facilities Management <facilities@scove.com.au> wrote:

Good Morning Peter,

The landscaping contractors have investigated your report of a broken glass window at your property 4686 The Parkway.

Below is a copy of the GPS tracker report showing the landscaping mowing team at its closest location to 4686 The Parkway on 9 April 2024. As you can see from the GPS tracker the mowing team were closest only when they were on the opposite side of the road 4686 The Parkway and this was at approximately 11.05am.

The landscaping contractors have also advised that projectiles shot from a mower will only ever be shot downwards or at the very most level with the bottom of the mowers deck and this due to the guards of the mower. Additionally, the mowing operator would also have been able to hear the hitting of such a heavy object on the mowing and in this instance the mowing operator at this time did not hear anything when doing the mowing.

The landscaping contractors believe the GPS information along with how projectiles are shot from a mower provides evidence that it could not be of their team that caused the broken window on the second level at 4686 The Parkway. Perhaps another contractor was in the area at the time.

If you have any further questions for the landscaping contractor on this matter please let me as they are happy answer them.

Thank you.

Kind Regards,

ELIZA COURT

Facilities Services Officer

12/04/24 – Peter Slaski

Hi,

I DO NOT deal with landscaping contractors, - Body Corporate hires them and I deal with Body Corporate. I have presented you with the facts, there is a real risk of people being injured by their operations and despite of what they are saying - inadequate guarding on their mowers. If Body Corporate chooses to ignore it, and if anything happens in the future Body Corporate would be liable for not taking any action with the contractor now. You can not pass this on to me, you are dealing with Contractors ! All emails so far are going to be preserved and if no further action is taken by Body Corporate I will witness absolute ignorance and lack of action by Body Corporate on a serious Safety matter.

Please DO NOT Ignore this claim, it is dangerous and will backfire in future if not addressed. Simply asking me to “get in touch “ with them directly is not relieving Body Corporate from your responsibility !!
Peter Slaski

On 12 Apr 2024, at 11:55, Facilities Management <facilities@scove.com.au> wrote:

Good Morning Peter,
Thank you for your email.

I understand you are wanting to find the responsibility party who damaged your window. My understanding from the landscaping contractors is that given the evidence it was most improbable that the issue was caused by their mowing team. As you have further questions I have asked for them to get in touch with you directly. Thank you.

Kind Regards,
ELIZA COURT

12/04/2024

So you are saying they refuse responsibility?

This is totally unacceptable. It could not be anything but part thrown by their mover. They have the part with the blade marks on it. How they can refuse it? If it wasn't them than what? What do I need to prove that this was their fault? Federal Police? Private detective? Sherlock Holmes?

The Facts are they were moving in front of our house, window was broken with a projectile thrown from the street, timing given by me was approximate and agrees with their operation, I expect Body Corporate to stand behind us - residents. Plain refusal to accept any responsibility is totally unacceptable, safety hazard created by their operation must not be ignored by Body Corporate! Yes I have further questions to Body Corporate and the Landscapers - what are you going to do about it? Window was broken, projectile with blade marks was found, mowing was in progress in front of our unit - what are the reasons to refuse responsibility and how on earth Body Corporate can accept this ???!
Peter Slaski

From: Facilities Management
Sent: Wednesday, April 10, 2024 3:06 PM
To: 'Peter Slaski' <paterpetersl@gmail.com>
Subject: RE: 4686 The Parkway

Good Afternoon Peter,

Thank you for your email and photos.

It has been forwarded to the landscaping manger to investigate.

Please let me know if you do not hear from anyone by Friday afternoon.

Thank you.

Kind Regards,

ELIZA COURT

Facilities Services Officer

Direct 07 5500 3314 | eliza.court@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

Hi Eliza,

12/4/24

Please find attached our GPS information showing we mowed the patch across from 4686 at approximately 11:05. As well as not mowing the area at the time of the incident, over my lengthy career in the landscaping industry I've never seen a projectile shoot up and over a fence whilst mowing a level area. Projectiles shot from a mower will only ever be shot downwards or at the very most level with the bottom of the mowers deck due to the guards of the mower. The operator would of also been able to hear hitting such a heavy object and the operator at the time has told me he most definitely did not hear anything when mowing across from the residence. The object does look to have been hit by something however the below GPS information will provide evidence that it could not of been our team. Perhaps another contractor was in the area at the time. If the residents or yourself have any more questions as always im happy to answer them.

Regards,

Ryan Elworthy
Team Leader

Landscape Solutions

From: Brendan Day <
Sent: Thursday, April 11, 2024 2:27:08 PM
To: Ryan Elworthy <
Subject: Smashed window - 4688

Hi Ryan,

Please see below tracker report.

11:05am the mower was mowing out the front of the house which had the window smashed.



Kind regards,

Brendan Day
Account Manager

Landscape Solutions

17/04/2024 – Peter Slaski

Hi,

OK, they were mowing at the time, part was thrown over a fence with such force that no one could just throw it by hand, I have a broken window, part has CLEAR mower blade marks on it, and it looks like a mower damage, but they say no and you are accepting it - pretty poor outcome to us as residents. Nothing but nothing else could cause this damage you know it they know it but what we need to do for them and you to accept it ? Unless it was an UFO? Anyway totally not acceptable to us responses from Landscaper's and Body C., and obviously dangerous equipment working on our street. Shared with neighbours. Body Corporate choosing to stay away from any action is absolutely despicable

Regards

Peter

Sent from my iPhone

On 17 Apr 2024, at 13:57, Facilities Management <facilities@scove.com.au> wrote:

Good Afternoon Peter,

I have left voice messages asking if you could please call me back however I have not heard from you.

The landscaping contractors have always been very cooperative with incidents reported and have willingly take responsibility for damage they have caused even if there is a small possibility the damage was not caused by them.

Based on the landscaping contractor's knowledge and experience of mowers plus the location of where the mower was in relation to 4686 The Parkway they believe it is most unlikely for their mower have broken the window.

I can confirm their mowing equipment is not faulty. If the mower was faulty it would definitely not have been in use at the time.

I am happy to discuss further with you if you would like to contact me. My number is 5500 3333 option 4 at the voice announcement.

Thank you.

Kind Regards,

ELIZA COURT

Facilities Services Officer

17/04/24

Hi,

Further to my email below...

You as Body Corporate are clearly ignoring a safety hazard that possibly is connected to mowing operations on site. If anything happens in future in similar circumstances we will witness your lack of action on this matter now. Not accepting any responsibility despite the part that has clear blade marks on it being presented to you and the landscapers and our Security is totally flabbergasting.

Our Security on inspection of the site and the part were saying" its looks like a mower had thrown it", Glazer confirmed that in his opinion this is typical to damage by mowers throwing objects around... Still - our Landscaper does not agree and you as Body Corporate agree with them. Based on what ??!

You have stated that you "can confirm their equipment is not faulty" - what is this statement based on ? - Landscapers verbal assurance ? your personal inspection of mowers in use (and are you an expert in mowers?) ? or independent experts giving you their written appraisal of all the mowers contractor uses? I suggest anything other than option 3 (expert written appraisal) is not sufficient or adequate.

Could you please name one more probable cause for the incident - having all the facts: part with blade marks, distance and force it was thrown with, presence of the mower outside the property - what else could cause such a damage ?

This part - metal bush weighing 360 grams - if it hit a person would have KILLED, and this MUST not be ignored.

In my opinion, right now you as Body Corporate are trying to walk away from the issue and this can not be accepted.

I urge you to address the matter properly and not to try to sweep it under the carpet.

Waiting your response.

Regards

Peter Slaski

4686 The Parkway

17/04/24 – Peter Slaski

TOTAL DISGRACE, hope nothing like this happens in future with someone injured...

On 17 Apr 2024, at 15:50, Facilities Management <facilities@scove.com.au> wrote:

Good Afternoon Peter,

Thank you for your emails.

No further action will be taken with this issue.

This is due to no evidence proving the landscaping contractor's mow caused the broken window and no evidence proving landscaping contractor's mow did caused the broken window.

If you wish to pursue this further you will need to email pbcc@scove.com.au with all details of the issue.

Thank you.

Kind Regards,

ELIZA COURT

Facilities Services Officer



Sanctuary Cove Security Services

Incident Reference ID: INC0131

Brief Overview: Broken Window 4686 The Parkway

Reporting Details

User Reporting the Incident		Mick Bawden	
Safety Champion Organisation / Workplace		Sanctuary Cove Security Services	
Date of Incident	2024-04-09	Time of Incident	12:15
Date Reported	2024-04-09	Days to Report Incident	0 day(s)

*Date reported is the date that the incident was reported into Safety Champion.

Incident Details

Type of Incident	Incident Report
-------------------------	-----------------

Complainant - Name	Peter Slaski
Complainant - Address	4686 The Parkway , Sanctuary Cove Qld 4212
Complainant - Phone	0401770420
Type of Incident	• Damage
Specify	Broken Window
Offenders/Suspect Details - Name	unknown
Ambulance Attended	• No
Location of Incident	Washingtonia, 4686 The Pkwy, Hope Island QLD 4212, Australia
Brief Overview	Broken Window 4686 The Parkway
Describe what happened	At approximately 12:31 pm I Mick Bawden was directed by Control Room Officer Dennis Seidel to 4686 The Parkway, Sanctuary Cove Qld 4212 in regards to a broken window. I took up with the resident and sighted the upstairs window that was broken and also the object in question a round black piece of metal . Resident Peter Slaski stated that that the incident occurred around 12:15 pm. SLASKI the resident seem to think it may have fallen out of the sky. It was also noted that Landscape Solution were in the area and mowing across the road at the time. I liaised with DALLIN who was mowing in the area at this time (Rego on mower # 5567CI) . DALLIN had stated that they were on a break at this time. I had also come to the conclusion that this distance would have been to far for the object to travel but have noted regardless. As no witness to the incident I am unable to name a known cause to the damage. I have relayed this information on to the resident. I went clear at 02:08 pm

Property / Environment Damage Details

Property and/or Environmental Damage	Yes
Details of the Damage	Upstairs window of property had been smashed by an object

Witness

Name	N/A
Mobile Number	N/A

Attachments

• 4686 x 4.jpg

• 4686 x 5.jpg

• 4686 x1.jpg

• 4686 x2.jpg

• 4686.jpg

• 4686 x 3.jpg

Signatures



Image Appendix



Appendix 1
4686 x 4.jpg



Appendix 2
4686 x 5.jpg



Appendix 3
4686 x 1.jpg



Appendix 4
4686 x 2.jpg



Appendix 5
4686.jpg



Appendix 6
4686 x 3.jpg

ITEM 2

20 February 2024

Mr G & Mrs A Jones
4728 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email: galbjones1@hotmail.com

Dear Graeme and Annette,

RE: DECISION NOTICE

We refer to your building application for Solar Panels as detailed below:

Property Address: 4728 The Parkway, Sanctuary Cove
Property Description: Lot 155 on GTP 1703 Washingtonia

Please note that the application for Solar Panels at the above property has been recommended for approval by the Principal Body Corporate (PBC) subject to;

SPECIFIC CONDITIONS

- (a) Approval being obtained by the Washingtonia Body Corporate in accordance with BUGTA Section 37A – Improvements etc to common property by proprietor of lot;
- (b) Panels are to be low profile and are to be flush to the roof.
- (c) The frame colours are to blend with the solar panels.
- (d) Panels are not to be visible from the Secondary Thoroughfare taking into consideration the most efficient location for the proposed solar panels.
- (e) Construction is as per approved plans.
- (f) Development works may not commence until all items have been satisfied.

GENERAL CONDITIONS

Compliance with the construction activity rules attached is required. Failure to comply with these rules at any time may result in the revocation of this approval and other remedies including refusing to admit workers to the residential zones to access this work site.

If we become aware that any other aspect of the works not identified above does not comply with the by-laws, we reserve our rights to amend the terms of this approval so that the works conform to the by-laws.

ACKNOWLEDGEMENT / COMMENCEMENT OF WORKS

You are not permitted to commence work on site until:

- A signed copy of this Decision Notice has been lodged.
- A Building Approval Number (BAN) has been issued by the PBC.

COMPLETION OF WORKS

Thereafter the works may be inspected from time to time by the PBC or its representatives for evidence of compliance with this approval.

Once the works are completed you must provide to the PBC:

- A notice of completion.

The bylaws and any approval given under them do not detract from your responsibility to meet any obligations you have under local, state, or federal law.

Should you have any queries regarding this application please do not hesitate to contact me directly and I would be happy to assist.

For and on behalf of
Sanctuary Cove Principal Body Corporate

Dale St George
Chief Executive Officer
Sanctuary Cove Body Corporate Services Pty Ltd

.....
Applicant Name & Signature



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:	Tuesday, 30 January 2024		
Meeting chaired by:	Mrs Caroline Tolmie (CT)		
Meeting Start Time:	9:04am	Finish Time:	10:20am

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)	
Ordinary	Mr John Venn (JV)	
Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non - Voting	Mrs Caitlin Coombridge (CC)	Building Approvals Manager
Non - Voting	Mrs Jodie Syrett (JS)	Manager of Body Corporate

The following members were present by Proxy at the meeting:

Ordinary Mr Paul Lynam (PL) represented by Mrs Caroline Tolmie

CONFLICT OF INTEREST

Nil conflicts were tabled by members.

MEETING RECORDED

No



BUSINESS ARISING

2. Development Work Deed

It was agreed that all Committee members will conduct a thorough review of the document with comments to be discussed at a potential workshop. Building Approvals Manager to send a copy to MJ for review.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 8 December 2023, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

2 5340 Marine Drive North, Lot 100 Roystonia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Minor Alterations at 5340 Marine Drive North be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fencing** - to comply with local authority regulations;
2. **Revetment Wall** – steps to be installed at minimum 1.5m setback;
3. **Landscape Palette** – proposed planting to be confirmed in line with approved landscaping list;

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the relaxation of the Landscaping Open Space.

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

Yes	6
No	0
Abstain	0



3 4647 The Parkway, Lot 87 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Minor Alterations at 4647 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fencing** - to comply with local authority regulations;
2. **Exterior Colours** - to match existing; and
3. **Fascia, Trim, Exposed Metalwork & Colour** – to match existing;
4. **Character Zone** – proposed parapet concealed roof recommended on the basis that the profile is not contrary to the form and is widely established within the resort; 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 following relaxation:

6. **Rear Boundary Line** – proposed 5m relaxation considered on the basis that consent to be provided in writing by both neighbouring properties approving the proposed works;

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

Yes	6
No	0
Abstain	0

4 7067 Riverview Crescent, Lot 21 Plumeria CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Major Alterations at 7067 Riverview Crescent be approved by the Principal Body Corporate (PBC) subject to:

1. **Class 10 Height (Secondary Structure)** – applicant to provide natural ground level to elevations and pool pavilion height about natural ground level; and
2. **Swimming Pool Fencing** - to comply with local authority regulations.

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

1. **Open Roof Structures** – proposed pool pavilion structure at 36sqm and 150mm separation to principal structure recommended for approval on the basis that a landscaping buffer is included at rear of structure.

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

Yes	6
No	0
Abstain	0



5 8833 The Point Circuit, Lot 3 Alyxia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee considers and makes recommendation to the PBC regarding the application for Pontoon at 8833 The Point Circuit.

Further **RESOLVED** that the Building Approval Manager is to issue all Committee members the approved Quay Line to ascertain whether the proposed structure/vessel will be wholly contained within the Quay Line.

Yes	0
No	6
Abstain	0

6 4728 The Parkway, Lot 155 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Solar Panels at 4728 The Parkway by approved by the Principal Body Corporate (PBC) subject to:

1. Approval being obtained by the Washingtonia Body Corporate in accordance with BUGTA Section 37A – Improvements etc to common property by proprietor of lot;
2. Panels are to be low profile and are to be flush to the roof;
3. The frame colours are to blend with the solar panels; and
4. Panels are not to be visible from the Secondary Thoroughfare taking into consideration the most efficient location for the proposed solar panels.

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

Yes	6
No	0
Abstain	0



7 8083 Riverside Drive, Lot 7 Acacia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the application for Major Alterations at 8083 Riverside Drive be approved by the Principal Body Corporate (PBC) subject to:

Yes	6
No	0
Abstain	0

1. **Garbage Bin Enclosure** – to be installed maximum 12m from front boundary;
2. **Erection of Architectural Attachments on Revetment Wall** – any existing structures within 1.5m of revetment wall are not approved, will not be recorded as such and included on non-approved/compliant works register;
3. **Swimming Pool Filter Pump** – to be minimum 2m from side boundary;
4. **Swimming Pool Fencing** - to comply with local authority regulations;
5. **Fire and Security System** – system to be retained;
6. **Stormwater** - must connect to existing legal point of discharge;
7. **Artificial Turf** – does not form part of approval, artificial turf application to be submitted in line with policy or removed from plan and replaced with Greenleas Park turf;
8. **Mulch** – to be minimum 75mm Hoop Pine Fines;
9. **Irrigation System** – must extend to the kerb; and
10. **PVC Conduit** – must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
 - a. 150mm diameter PVC Conduit
 - b. 500-600mm from the inside of the kerb
 - c. 300mm depth to the top of the pipe
 - d. 300mm protrusion from both ends of the driveway.

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

11. **Site Coverage** – permitted site coverage of 40% to be increased to 42%.
12. **Side Boundary Building Line** – encroachment of side boundary setbacks recommended on the basis that both neighbouring properties have provided consent in writing; and
13. **Rear Boundary Line** – minor 100mm encroachment of roof overhang to one (1) corner at rear.

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



8 4907 Berkshire Crescent, Lot 144 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the application for Major Alterations at 4907 Berkshire Crescent by approved by the Principal Body Corporate (PBC) due to:

1. **Side Boundary Building Line on Zero Line Lot** – proposed extension results in length of wall extending to 20.1m which exceeds maximum length of 12m. Plans to be amended to either include a step after 12m or extension to be removed from side boundary;
2. **Rear Boundary Line** – as the amenity of the neighbouring property may be affected by the rear extension, neighbours consent is required;
3. **Fence on Zero Line Lot** – proposed demolition of side boundary to construct built to boundary wall requires neighbouring owners consent;
4. **Landscaping of Adjacent Lot** – as works may impact root zone of major trees in neighbouring property, an arborist is to be engaged and provide a report confirming proposed works will not disrupt trees; and
5. **Stormwater** - must connect to existing legal point of discharge.

Yes	6
No	0
Abstain	0

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

9 ARC Meeting Scheule - 2024

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee accepts the 2024 ARC Meeting Schedule as below:

- Meeting Start Time – 9:00am*
 Friday 1st March 2024
 Thursday 28th March 2024
 Friday 3rd May 2024
 Friday 31st May 2024
 Friday 28th June 2024
 Friday 2nd August 2024
 Friday 30th August 2024
 Friday 4th October 2024
 Friday 1st November 2024
 Friday 29th November 2024

Yes	0
No	6
Abstain	0

Further **RESOLVED** that the Building Approval Manager is to adjust the proposed meeting schedule to the following Monday and reissue to all Committee members for approval.



10 Executive Architect / Building Approvals Manager recommendations – ending 23 January 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 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

Yes	6
No	0
Abstain	0

7 ARC Recommendations to the PBC – 30 January 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 30 January 2024.

Yes	6
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

6.1 Extension of Building Approval Number

It was agreed amongst the committee that extensions to the Building Approval Number can be permitted due to the current climate where there are delays in trade/material.

6.2 7311 Bayside Close – Ground Floor slab pour

Due to noise disturbance to neighbouring properties, the committee were not agreeable to the proposed extension to the Hours of Work listed on the Site Entry Conditions. It was recommended that the slab pour be conducted over multiple days if it can not be completed in one day.

Name of voter: _____

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

ITEM 3

From: leeu@bigpond.com
To: chair.scove@yahoo.com
Cc: [PBC](#); [RBC - Schotia Island](#)
Subject: Compliance with RZABs - Dogs Not on Leash
Date: Friday, 12 April 2024 8:21:08 AM
Attachments: [PBC CODE OF CONDUCT.pdf](#)
[Motion 8 - Draft for PBC.docx](#)

Correspondence for Action – PBC and PBC EC

Dear Stuart,

Schotia Island RBC had its AGM on 9/2/2024. Details of Motion 8 from the AGM follow.

Motion 8: Approval of Schotia Island body corporate to write to the Principal Body Corporate

Proposed by: Owners Lot 89

THAT the Body Corporate for Schotia Island write to the Principal Body Corporate requesting that they enforce all relevant By-Laws including those of the Gold Coast City Council which states that residents must walk their dog on a leash at all times in public and carry a supply of dog waste bags and pick up after your dog when exercising.

Further THAT the Body Corporate for Schotia Island formally request this letter to be tabled at both the Principal Body Corporate Extraordinary General Meeting (EGM) and the Principal Body Corporate Executive Committee (RBC EC) meeting as "Correspondence for Action".

Motion RESOLVED (Yes: 24, No: 15, Abstain: 1)

This email is intended to satisfy the above motion.

As discussed on 18th March, I'm writing to draw your attention to the behaviour of a small number of dog owners who walk their dogs off-leash within Sanctuary Cove allowing them at times to approach properties which generally upsets any resident dog(s) of that property. These dog owners often let their dogs off-leash in the early hours of the morning (i.e. before 7am) or late evening which can cause noise nuisance and disturbance when calling their dogs or talking excitedly amongst themselves. They also sometimes fail to collect their dog's waste.

Motion 8 passed at our AGM is in the context of the above off-leash dog activities and **NOT** what is addressed below.

Since we met, an email was sent to all Member Nominees by the Chairperson and MN for Tristania on 7 April requesting quote "*I want to PBC to pass a vote to allow the off-leash activity to be permissible in this park [Paul Toose Park] until the By-Laws have changed. It is not unusual for the PBC to do this.*" Unquote. The email acknowledges that those who meet in Paul Toose Park in the afternoons for off-leash dog activities are knowingly and repeatedly breaching RZABs despite Council warnings, PBC signage and an awareness of the impact(s) their presence has on neighbouring Residents. This includes the author. What the email grossly understates is the number of Residents, and degree of impact, their presence has.

To address both of the above issues, I seek your agreement for the following:

1. The PBC conduct an audit of signage across the secondary thoroughfare and roll-out additional signage as required reminding Residents of the need to keep their dogs on a leash when not on a Residential Lot.

2. The PBC send a letter to all Owners / Residents reminding them of the RZABLs relating to keeping dogs on leash and asking for their cooperation and consideration towards other residents. I've attached a draft of this letter as we agreed.
3. The PBC re-issue the "PBC Code of Conduct" (copy attached for your convenience) reminding PBC Committee members of Clause 11 quote "*A committee voting member has an obligation, at all times, to comply with the spirit, as well as the letter of the law, the by-laws and with the principles of this code*" unquote. A similar clause is included in the "RBC Code of Conduct for Committee Voting Members".

With regard to the attached draft letter, it's focus is on off leash dogs however, it occurred to me that the PBC might like to also emphasis other areas in which by-laws are being ignored (e.g. parking, speeding, etc). For your consideration.

Attachment: Draft letter

Regards Lee

Lee Uebergang

Chairperson

On behalf of Schotia Island Residential Body Corporate

E: +61 (0)411 890213

M: leeu@bigpond.com

draft

Dear Owners and Residents,

I believe as Owners and Residence within the Sanctuary Cove Community we are indeed fortunate to live in such a lovely precinct. An important part of the character of living within Sanctuary Cove is the sense of community that arises from respect for others and ensuring our behaviours don't negatively impact on the quiet, peaceful enjoyment of other Residents.

An essential element to living in any community is to abide by the laws, rules and regulations that are developed for societies by the Commonwealth and Queensland governments, local councils and in the case of Sanctuary Cove, a set of by-laws applicable to Sanctuary Cove Principal Body Corporate (namely the Residential Zone Activity By-Laws, relevant Residential Body Corporate By-Laws, Stage 1 and Stage 2 Development Control By-Laws, the Secondary Thoroughfare By-Laws) and the Primary Thoroughfare By-Laws.

From time to time events occur that are brought to the attention of the Principal Body Corporate. These events usually generate reports and/or complaints especially if the offending behaviour is in breach of any of the laws, rules and regulations I mentioned above. Breaches of any of the Sanctuary Cove by-laws also fits into this category.

I'm writing to draw your attention to the behaviour of a small number of dog owners who walk their dogs off-leash within Sanctuary Cove allowing them at times to approach properties which generally upsets any resident dog(s) of that property. These dog owners often let their dogs off-leash in the early hours of the morning (i.e. before 7am) or late evening which can cause noise nuisance and disturbance when calling their dogs. They also sometimes fail to collect their dog's waste.

All Owners and Residents are reminded that allowing their dogs off-leash outside of their individual lots is in contravention of Gold Coast City Council regulations and a breach of Residential Zone Activity By-Law clause 4.5.3 which states "*Dogs and similar household pets, when not on the Residential Lot must be kept on a leash held by a person capable of controlling the animal.*". It is also disrespectful behaviour to other residents which, if left unchecked, could erode the harmony and cohesiveness of the Sanctuary Cove Community.

Residents are further reminded that they are also responsible for the actions of their visitors and guests who enter Sanctuary Cove and, as such, must ensure visitors and guests observe all the laws, rules, regulations and by-laws that govern this Community.

Residents should also take note that the Gold Coast City Council animal control inspectors have right of access into the Sanctuary Cove to enforce all Council laws in this respect including issuing fines and warnings to dog owners.

On behalf of the Principal Body Corporate and all it represents, I ask the Sanctuary Cove Community to show respect and decency to their fellow Community members by abiding by those laws, rules, regulations and by-laws that govern this Community.

<signature block>

<Date>

PBC CODE OF CONDUCT

On the 23rd October 2006, the PBC voted unanimously to adopt the Australian Institute of Company Directors (AICD) Code of Conduct. Every member of the PBC is now required to comply with the PBC Code of Conduct as detailed below and updated by the PBC from time to time.

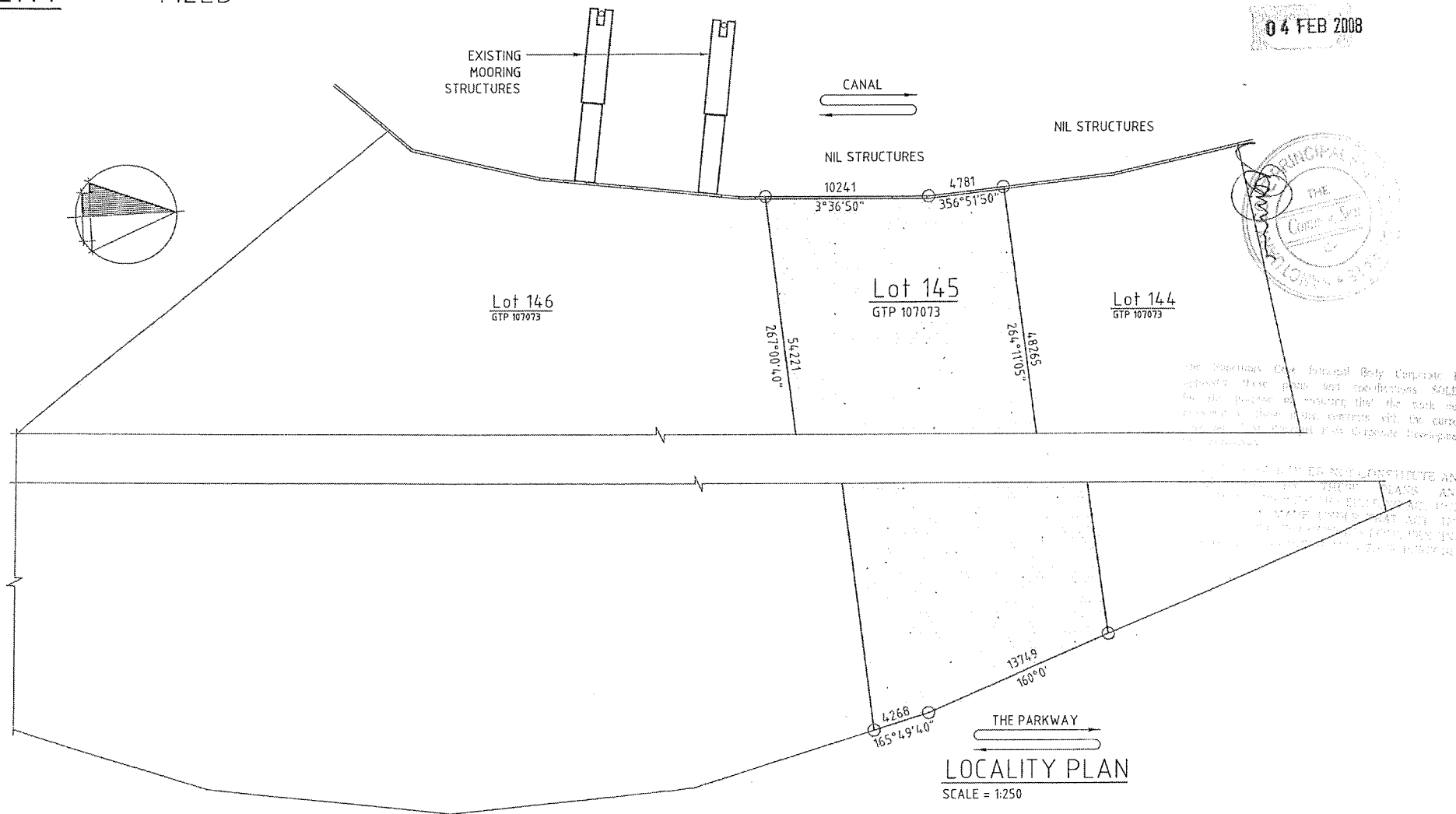
The code of conduct (as adapted from AICD) is as follows:

- 1.** The member should act honestly, in good faith and in the best interest of the residents and owners of Sanctuary Cove as a whole.
- 2.** The member should have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3.** The member should use the powers of office for a proper purpose, in the best interest of the residents and owners of Sanctuary Cove as a whole.
- 4.** The member should recognise that the primary responsibility is to the residents and owners of Sanctuary Cove as a whole but may, where appropriate, have regard for the interest of all stakeholders of the residents and owners of Sanctuary Cove.
- 5.** The member should not make improper use of information acquired as a member's nominee.
- 6.** The member should not take improper advantage of the position of member's nominee.
- 7.** The member should properly manage any conflict the member may have or be seen to have with the interests of the residents and owners of Sanctuary Cove.
- 8.** The member has an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the members of the PBC.
- 9.** Information received by the member in the course of the exercise of PBC duties remains the property of the body corporate from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that body corporate, or the person from whom the information is provided, or is required by the Sanctuary Cove Resort Act (Qld) 1985 and the Building & Group Titles Act (Qld) 1980.
- 10.** The member should not engage in conduct likely to bring discredit upon the PBC or any other Sanctuary Cove body corporate.
- 11.** The member has an obligation, at all times, to comply with the spirit, as well as the letter of the law, the by-laws and with the principles of this Code.

PROJECT - PROPOSED PONTOON & GANGWAY
ADDRESS - Lot 145, THE PARKWAY, SANCTUARY COVE
CLIENT - FIELD

THE STRUCTURAL COMPONENTS SUBJECT OF THESE DRAWINGS (AND DETAILED HEREIN) ARE ADEQUATE FOR THE INTENDED USAGE (AS DESCRIBED HEREIN) AT THE NOMINATED LOCATION.

04 FEB 2008



LOCALITY PLAN
SCALE = 1:250

PRESTIGE PONTOONS
 DIRECTOR : RUSSELL PAUL
 MOB. 0410 545329
 Phone / Fax : (07) 55 975202
 e-mail rpprestige@yahoo.com.au

TITLE LOCALITY PLAN
PROJECT PROPOSED PONTOON + GANGWAY
LOCATION Lot 145, THE PARKWAY
 SANCTUARY COVE
CLIENT FIELD

DATE DRAWN :

SCALE :
AS SHOWN

APPROVED :

 STEPHEN R. BELYEA
 R.P.E.Q. 6204

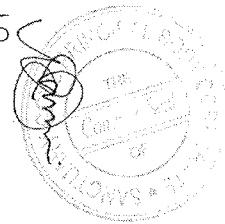
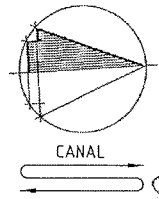
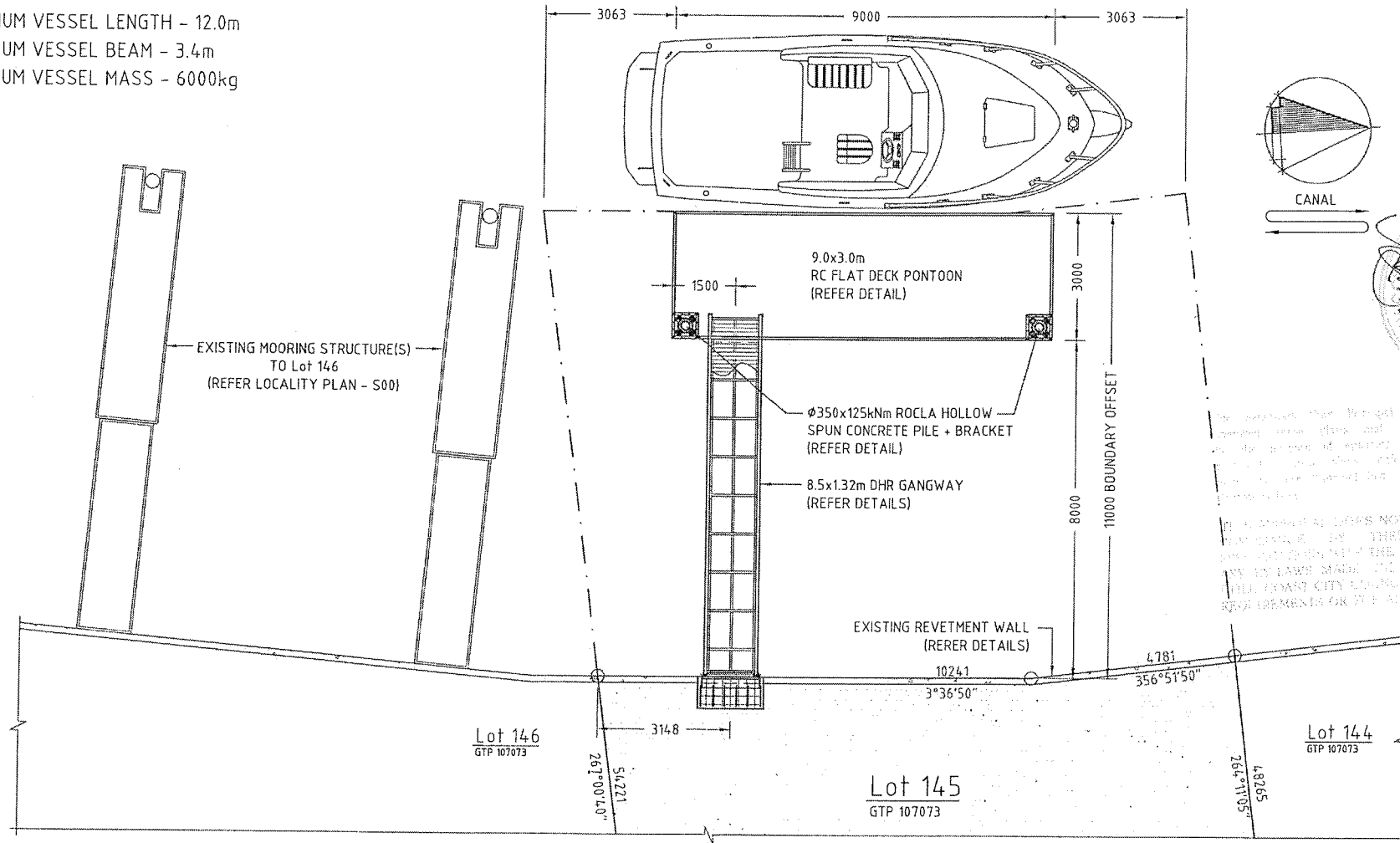
DESIGNED S.R.B.
DRAWN A.J.Q.
CHECKED
 CONSTRUCTION ISSUE

DRAWING : S00
DRAWING SET : 2K08PP50A

REV.

WET BERTHED VESSEL

MAXIMUM VESSEL LENGTH - 12.0m
 MAXIMUM VESSEL BEAM - 3.4m
 MAXIMUM VESSEL MASS - 6000kg



The Engineer has designed this structure and equipment in accordance with the specifications and standards of the relevant authorities and is not responsible for any failure or damage to the structure or equipment or for any loss or injury to persons or property caused by the use of the structure or equipment or for any other purpose.

THIS DRAWING DOES NOT CONSTITUTE ANY WARRANTY OR GUARANTEE AND DOES NOT REPRESENT THE BUILDING ACT 1975. ANY LAWS MADE UNDER THAT ACT, THE APPLICABLE CITY COUNCIL'S POOL FENCING REGULATIONS OR FOR ANY OTHER PURPOSE.

SITE PLAN
 SCALE = 1:100

PRESTIGE PONTOONS
 DIRECTOR : RUSSELL PAUL
 MOB. 0410 545329
 Phone / Fax : (07) 55 975202
 e-mail rpprestige@yahoo.com.au

TITLE SITE PLAN
 PROJECT PROPOSED PONTOON + GANGWAY
 LOCATION Lot 145, THE PARKWAY SANCTUARY COVE
 CLIENT FIELD

DATE DRAWN :
 SCALE :
 AS SHOWN

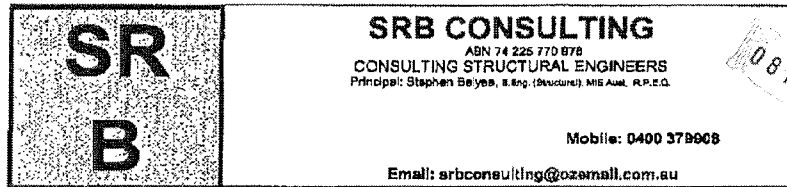
APPROVED :

 STEPHEN R. BELYEA
 R.P.E.Q. 6204

DESIGNED S.R.B.
 DRAWN A.J.Q.
 CHECKED
 CONSTRUCTION ISSUE

DRAWING :
 S01
 DRAWING SET :
 2K08PP50A

REV.



FORM 15
COMPLIANCE CERTIFICATE DESIGN / APPRAISAL
 Standard Building Regulation S23

STRUCTURE DESCRIPTION: DOMESTIC PONTOON
BUILDING OWNER: FIELD
SITE ADDRESS: LOT 145 THE PARKWAY SANCTUARY COVE

SRB Consulting Engineers, being "Structural Engineers" within the Standard Building Regulation 1994 hereby nominate that we are responsible for the design of the aforementioned structure and hereby certify that the item/s described below, when installed or erected in accordance with the information contained in this certificate, including any referenced documentation, will comply with the Standard Building Regulation.

Description of Component/s Certified

9000 x 3000 RC (flat deck) pontoon with 8500 x 1320 dual handrail aluminum (T8-6061) gangway (ROL).

Note: This certificate does not warrant or certify the condition or effect of any additional structural, electrical or mechanical components or connections attached to (or adjacent) the nominated structure(s) or component(s).

Basis of Certification

AS1170.0, AS1170.1, AS1170.2, AS1684.1, AS3600 & AS4997 (Appendix A), publication : Ecoaccess - "Construction of Works on Tidal Lands or Waters for Private Use" & EPA operational policy "Building & Engineering standards for Tidal Works".

Referenced Documentation

Prestige pontoons approved drawing set 2K07PP050A

Competent Person Details

Stephen Belyea
 B.Eng (Struct), M.I.E. Aust
 RPEQ 8204

For, and on behalf of
 SRB Consulting Engineers

DATE: 5 February 2008

ITEM 5

From: [Derek Faulls](#)
To: [Security General](#); [PBC](#); [Paul Kernaghan](#)
Subject: 8026 Keywaters
Date: Wednesday, 24 April 2024 9:04:45 AM

Owner has a "Crowline Express Cruiser" moored to the Pontoon.

The vessel sits in a "SEAPEN"

For months now, the Seapen pump-out has run 24/7 & the noise is unacceptable. Especially at night!

Please advise the Owner of the issue. Seapen can do a house call. (1300 989 000)

Believe owners may live in N.Z.

Regards,
Derek

ITEM 6

Breaches issued May 2023 – May 2024

Parking Compliance

As per the PBC approved Parking Compliance Policy, the following breach notices have been issued to offending residents. Security Services have suspended automated access into the Residential Area for the corresponding amount of time for each individual vehicle.

Month	1st Breach Notice Issued	2nd Breach Notice Issued	3rd Breach Notice Issued
May 2023	2	0	0
June 2023	4	1	0
July 2023	1	0	1
August 2023	4	0	0
September 2023	3	0	0
October 2023	4	1	0
November 2023	7	1	1
December 2023	3	0	0
January 2024	0	1	0
February 2024	5	0	1
March 2024	2	2	0
April 2024	3	0	2
May 2023	4	1	1

8949 The Point Circuit, Lot 29 Ardisia – RZABL 4.4 Vehicles

In accordance with the PBC Parking Policy, a vehicle registered to the above property has been issued three (3) separate breach notices for continuously parking on the roadway between 2:00am – 6:00am. Please find below breakdown:

November 2023 - First Notice – 30-day Licence Plate Recognition Suspension

Date	Location
3/11/2023	8942 The Point Circuit - Overnight Road
16/11/2023	8942 The Point Circuit - Overnight Road
24/11/2023	8942 The Point Circuit - Overnight Road
29/11/2023	8942 The Point Circuit - Overnight Road

December 2023 - Second Notice – 60 days Licence Plate Recognition Suspension

Date	Location
3/12/2023	8942 The Point Circuit – Overnight Road
6/12/2023	8942 The Point Circuit – Overnight Road
12/12/2023	8942 The Point Circuit – Overnight Road
19/12/2023	8942 The Point Circuit – Overnight Road

January 2024 - Third Notice – 180 days Licence Plate Recognition Suspension

Date	Location
6/01/2024	8943 The Point Circuit - Overnight Road
22/01/2024	8943 The Point Circuit - Overnight Road
23/01/2024	Opp 8942 The Point Circuit – Overnight Road

February 2024 - Tickets issued by Security after the third breach notice

Date	Location
12/02/2024	8942 The Point Circuit – Overnight Road
14/02/2024	8942 The Point Circuit – Overnight Road
21/02/2024	8942 The Point Circuit – Overnight Road
28/02/2024	8942 The Point Circuit – Overnight Road

March 2024 - Tickets issued by Security after the third breach notice

Date	Location
12/03/2024	8942 The Point Circuit – Overnight Road
24/03/2024	8942 The Point Circuit – Overnight Road
26/03/2024	8942 The Point Circuit – Overnight Road
27/03/2024	8942 The Point Circuit – Overnight Road
29/03/2024	8942 The Point Circuit – Overnight Road

April 2024 - Tickets issued by Security after the third breach notice

Date	Location
01/04/2024	8942 The Point Circuit – Overnight Road
02/04/2024	8942 The Point Circuit – Overnight Road
04/04/2024	8942 The Point Circuit – Overnight Road
05/04/2024	8942 The Point Circuit – Overnight Road
07/04/2024	8942 The Point Circuit – Overnight Road
08/04/2024	8942 The Point Circuit – Overnight Road
09/04/2024	8942 The Point Circuit – Overnight Road
11/04/2024	8942 The Point Circuit – Overnight Road
14/04/2024	8942 The Point Circuit – Overnight Road
15/04/2024	8942 The Point Circuit – Overnight Road
18/04/2024	8942 The Point Circuit – Overnight Road
19/04/2024	8942 The Point Circuit – Overnight Road
25/04/2024	8942 The Point Circuit – Overnight Road
26/04/2024	8942 The Point Circuit – Overnight Road
27/04/2024	8942 The Point Circuit – Overnight Road
28/04/2024	8942 The Point Circuit – Overnight Road
29/04/2024	8942 The Point Circuit – Overnight Road
30/04/2024	8942 The Point Circuit – Overnight Road

As listed in the above tables, the tenant continues to breach the by-laws despite all actions taken in accordance with the PBC Parking Policy.

2. 8822 The Point Circuit, Lot 52 Ardisia – RZABL 4.4 Vehicles

In accordance with the PBC Parking Policy, multiple vehicles registered to the above property has been issued three (3) separate breach notices for continuously parking on the roadway between 2:00am – 6:00am.

Please find below breakdown:

January 2024 - First Notice – 30-day Licence Plate Recognition Suspension

Date	Location
24/01/2024	8815 The Point Circuit – Verge/Nature Strip
19/01/2024	8815 The Point Circuit – Verge/Nature Strip
30/01/2024	8814 The Point Circuit – Verge/Nature Strip

February 2024 – Second Notice – 60-day License Plate Recognition Suspension

Date	Location
8 February 2024	8822 The Point Circuit – Verge/Naturestrip
20 February 2024	8822 The Point Circuit – Overnight Road
21 February 2024	8822 The Point Circuit – Overnight Road

March 2024 – Third Notice – 180–day License Plate Recognition Suspension

Date	Location
1/03/2024	8822 The Point Circuit – Overnight Road
2/03/2024	8822 The Point Circuit – Overnight Road
3/03/2024	8822 The Point Circuit – Overnight Road
8/03/2024	8822 The Point Circuit – Overnight Road
10/03/2024	8822 The Point Circuit – Overnight Road
11/03/2024	8822 The Point Circuit – Overnight Road
12/03/2024	8822 The Point Circuit – Overnight Road
14/03/2024	8822 The Point Circuit – Overnight Road
21/03/2024	8822 The Point Circuit – Overnight Road
24/03/2024	8822 The Point Circuit – Overnight Road
25/03/2024	8822 The Point Circuit – Overnight Road
26/03/2024	8822 The Point Circuit – Overnight Road
28/03/2024	8822 The Point Circuit – Overnight Road
29/03/2024	8822 The Point Circuit – Overnight Road

April 2024 - Tickets issued by Security after the third breach notice

Date	Location
01/04/2024	8822 The Point Circuit – Overnight Road
02/04/2024	8822 The Point Circuit – Overnight Road
03/04/2024	8822 The Point Circuit – Overnight Road
05/04/2024	8822 The Point Circuit – Overnight Road
07/04/2024	8822 The Point Circuit – Overnight Road
08/04/2024	8822 The Point Circuit – Overnight Road
09/04/2024	8822 The Point Circuit – Overnight Road
10/04/2024	8822 The Point Circuit – Overnight Road
11/04/2024	8822 The Point Circuit – Overnight Road
12/04/2024	8822 The Point Circuit – Overnight Road
13/04/2024	8822 The Point Circuit – Overnight Road
14/04/2024	8822 The Point Circuit – Overnight Road
15/04/2024	8822 The Point Circuit – Overnight Road
17/04/2024	8822 The Point Circuit – Overnight Road
19/04/2024	8822 The Point Circuit – Overnight Road
21/04/2024	8822 The Point Circuit – Overnight Road
21/04/2024	8822 The Point Circuit – Overnight Road
23/04/2024	8822 The Point Circuit – Overnight Road
24/04/2024	8822 The Point Circuit – Overnight Road
25/04/2024	8822 The Point Circuit – Overnight Road
29/04/2024	8822 The Point Circuit – Overnight Road
30/04/2024	8822 The Point Circuit – Overnight Road

As listed in the April 2024 table, the tenant continues to breach the by-laws despite all actions taken in accordance with the PBC Parking Policy.

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the tenants of Ardisia comply with Residential Zone Activity By – Law 4.4; Vehicles.

RESOLVED