



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 13th June 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 9th May 2024
 2. Body Corporate ARC Report 3rd June 2024
 3. Matters in Progress

7. Correspondence for Information

For noting of the PBC and the PBC EC

| No | Date | From | To | Regarding |
|----|---------------|---------------|-------------------|---|
| 1. | 26 April 2024 | BCCMA | PBC EC | Amendment to SCRA – Section 55 |
| 2. | 27 May 2024 | SCCSL CEO | PBC | In-House Counsel Role Description |
| 3. | 27 May 2024 | SCCSL CEO | PBC | 4686 Decision Notice – Broken Window |
| 4. | 29 May 2024 | Roystonia MN | SCCSL CEO | Appreciation email for SC Security over Boat Show |
| 5. | 29 May 2024 | PBC Secretary | MBA lawyers | Response to Section 56 |
| 6. | 30 May 2024 | MBC SCCSL | Committee Members | StrataVote Summary |

8. Correspondence for Action

For noting of the PBC and the PBC EC

| No | Date | From | To | Regarding |
|----|-------------|----------------------------|--------|---|
| 1. | May 2024 | SCCSL CEO | PBC EC | Report update – Fibre to the home |
| 2. | 20 May 2024 | Resident in Harpullia | PBC | Approval for tree to be planted - 8007 |
| 3. | 29 May 2024 | SRB Consulting | MBC | 4734 Boat moored at pontoon and quay line |
| 4. | 3 June 2024 | Resident in Schotia Island | PBC | 2024/2026 Bamboo fencing |

9. Reports for Information

For noting of the PBC and the PBC EC

| No | Date | From | To | Regarding |
|----|-------------|-----------|--------|---------------------|
| 1. | May 2024 | SCCSL CEO | PBC EC | Ops Report |
| 2. | May 2024 | CSC | PBC EC | CSC Minutes & Notes |
| 3. | 17 May 2024 | FSC | PBC EC | FSC Minutes |

10. General Business

10.1 Livingstonia Florida Room / Screened Enclosure Installations

10.2 Future consideration for those lots without irrigation of the PBC owned verge.

10.3 Exclusive use by-law for solar installations on roof's that are currently common property.

10.4 PBC EGM Motions – June 2024

11. Next Meeting – Thursday 11th July 2024 at 9:00am

12. 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 13th June 2024 – 9:00AM**

MOTIONS

| | | |
|----------|---|----------------------------|
| 1 | Approval of PBC EC Minutes 9th May 2024 (Agenda Item 6.1) | ORDINARY RESOLUTION |
|----------|---|----------------------------|

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 9th May 2024 be accepted as a true and correct record of the proceedings of the meeting.

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

| | | |
|----------|---|----------------------------|
| 2 | Body Corporate ARC Report – 3rd June 2024 (Agenda Item 6.2) | ORDINARY RESOLUTION |
|----------|---|----------------------------|

Proposed by: Statutory Motion

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3rd June 2024.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3rd June 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 3rd June 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 3rd June 2024.

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

3 Body Corporate – Matters in Progress (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion

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

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

4 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 | |

5 Correspondence for Action (Agenda Item 8) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts the Correspondence for Action May/June 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 9 th May 2024 |
| Meeting time: | 09:03AM – 12:25PM |
| Chairperson: | Stuart Shakespeare |

Attendance

The following members were present in person at the meeting:

Lot: Banksia Lakes GTP 107278 Owner Banksia Lakes GTP 107278 Rep: Mr Andrew Brown (AB)
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: Molinia GTP 107442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)
Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

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 11th April 2024 (Agenda Item 6.1) ORDINARY RESOLUTION CARRIED

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 | 5 |
| No | 0 |
| Abstain | 2 |

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | | | X |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | | | X |

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

Proposed by: Statutory Motion

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

| | |
|---------|---|
| Yes | 7 |
| No | 0 |
| Abstain | 0 |

NOTE: Remove FSC as a motion for minutes to be duly noted and add to Correspondence for Information.

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | X | | |

Proposed by: Statutory Motion

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

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.

**NOTE: CT to provide a brief report in SS absence
BUPs need pre-approval through their RBC before applications are submitted to ARC.**

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 2 |

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | | | X |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | | | X |
| Andrew Brown | X | | |

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

**ORDINARY RESOLUTION
CARRIED**

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 | 7 |
| No | 0 |
| Abstain | 0 |

NOTE:

425 Village update – SS advised at Town Hall BT from MSCD advised paying for everything including landscaping.

426 Cypress Point – DSTG advised after the boat show, hot mix will be considered for the buggy path. Lighting for area has not been considered yet.

427/428 - recommended for removal.

429 OptiComm – DSTG will complete a report for June 24.

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | X | | |

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

**ORDINARY RESOLUTION
CARRIED**

Proposed by: Statutory Motion

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

| | |
|---------|---|
| Yes | 7 |
| No | 0 |
| Abstain | 0 |

NOTE: Remove as a motion. To be placed as a separate table under Correspondence for Action, titled Reports for Information.

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | X | | |

6 Duly notes PBC Administrative Fund Budget and Contributions Year ending 31 October 2025 (Agenda Item 6.6)

**ORDINARY RESOLUTION
WITHDRAWN**

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 |

NOTE: Withdrawn, Committee agreed to acknowledging receipt for drafts of the budgets. To be stated under General business

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

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | | | |
| Simone Hoyle | | | |
| Cheryl McBride | | | |
| Brian Earp | | | |
| Paul Kernaghan | | | |
| Nicholas Eisenhut | | | |
| Andrew Brown | | | |

| | | |
|----------|---|--|
| 7 | Duly notes PBC Sinking Fund Budget and Contributions Year ending 31 October 2025 (Agenda Item 6.7) | ORDINARY RESOLUTION WITHDRAWN |
|----------|---|--|

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:

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

| \$/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 |

NOTE: Withdrawn, Committee agreed to acknowledging receipt for drafts of the budgets. To be stated under General business

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | | | |
| Simone Hoyle | | | |
| Cheryl McBride | | | |
| Brian Earp | | | |
| Paul Kernaghan | | | |
| Nicholas Eisenhut | | | |
| Andrew Brown | | | |

| | | |
|----------|---|--|
| 8 | Duly notes PTBC Administrative Fund Budget and Contributions Year Ending 31 October 2025 (Agenda Item 6.8) | ORDINARY RESOLUTION WITHDRAWN |
|----------|---|--|

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 |

NOTE: Withdrawn, Committee agreed to acknowledging receipt for drafts of the budgets. To be stated under General business

| Members Name | Yes | No | Abstain |
|--------------------|--------------------------|--------------------------|--------------------------|
| Stuart Shakespeare | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Simone Hoyle | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheryl McBride | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brian Earp | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paul Kernaghan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nicholas Eisenhut | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Andrew Brown | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**9 Duly notes PTBC Sinking Fund Budget and Contributions
Year Ending 31 October 2025 (Agenda Item 6.9)**

**ORDINARY RESOLUTION
WITHDRAWN**

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 |

NOTE: Withdrawn, Committee agreed to acknowledging receipt for drafts of the budgets. To be stated under General business

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | | | |
| Simone Hoyle | | | |
| Cheryl McBride | | | |
| Brian Earp | | | |
| Paul Kernaghan | | | |
| Nicholas Eisenhut | | | |
| Andrew Brown | | | |

10 Correspondence for Information (Agenda Item 7)**ORDINARY RESOLUTION
CARRIED**

Proposed by: PBC Chairperson

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

| | |
|---------|---|
| Yes | 7 |
| No | 0 |
| Abstain | 0 |

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | X | | |

11 Correspondence for Action (Agenda Item 8)**ORDINARY RESOLUTION
CARRIED**

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 | 7 |
| No | 0 |
| Abstain | 0 |

| Members Name | Yes | No | Abstain |
|--------------------|-----|----|---------|
| Stuart Shakespeare | X | | |
| Simone Hoyle | X | | |
| Cheryl McBride | X | | |
| Brian Earp | X | | |
| Paul Kernaghan | X | | |
| Nicholas Eisenhut | X | | |
| Andrew Brown | X | | |

7. CORRESPONDENCE FOR INFORMATION:

7.1 – SS requesting the email correspondence between himself and SA to be tabled.

8. CORRESPONDENCE FOR ACTION:

8.1 4686 Broken Window:

- SS suggested an informal chat with himself and JS from MBC to discuss the situation further.

8.2 4728 Solar Panel approval subject to RBC approval:

- CM explained as per the Referee's outcome dismissing the Solar Panel application, additional information is needed for the submission, such as the appearance of panels, the installation company, and the positioning of the panels.

8.3 Dogs off leash formal correspondence to be sent to residents:

- SS advised by-laws are to be followed. The PBC EC notes and accepts this request.

8.4 Pontoon plans 4737 regarding boat moored:

- SS advised, the owner to provide quay line plans to ensure boat is not protruding into the quay line. NE suggested to look back on the correspondence for 8049, as he believes a quay line map was provided then.

8.5 Seapen pump-out noise unacceptable:

- MBC to distribute letter to owner urging immediate action to rectify the Seapen pump-out issue to minimise noise levels.

8.6 Parking Compliance Breaches:

- It was suggested, after receiving a third breach letter within one month, consideration could be given to prohibiting entry of a resident's car through the gate as a measure to address repeat offenses. This could entail requiring the resident to park outside for a designated period to mitigate non-compliance issues related to parking.

9. GENERAL BUSINESS

9.1 – Distribution of PBC EC Booklets:

- Agreed to distribute the PBC EC booklets with enough notice regardless of information/reports missing. Once information comes to hand, redistribute complete booklet.

9.2 – Update of Gazetted DCBLs:

- SH requested distributing communication to residents of the gazetted DCBLs for reference.
- SS advised major relaxations will not be considered by PBC approval moving forward.

9.3 – PBC/PTBC budgets:

- Withdrawn as motions, the PBC EC acknowledges receipt for the draft of the budgets. The PBC EC wants to ensure it's clear that they are not accepting the budgets before they are brought to the EGMs for approval in June 24.

- DSTG has advised that costs have risen, resulting in an increase in management fees. This increase is attributed to the dramatic rise in CPI/economy costs. Additionally, SH has requested a one-page breakdown from SA, given his financial expertise.
- DSTG advised increase in staff wages to retain knowledge and experience.

9.4 – Alyxia/Alphitonia/Justicia:

- CM enquired into the resident/MSCD ratio under these RBCs and whether they are now over the 50% threshold of resident owned as opposed to MSCD owned. Further investigation, Alyxia and Justicia are now over 50% owned by residents, expression of interest letters have been distributed to all owners for the role of MN for each RBC. The closing date for the expression of interest, Wednesday 15th May 2024. No interest was registered, currently no MN for Alyxia and Justicia. Stephen Anderson for MSCD no longer holds the Lot Entitlements for Alyxia and Justicia, however he still holds the Lot Entitlements for Alphitonia.
- SS recommended a fact sheet is circulated regarding Lot Entitlements and key information.

9.5 Christmas Storm event email from PC:

- DSTG handed out the finalised Emergency Management Plan discussed in PC email. The document will be downloaded on the new website once live.

9.6 Irrigation – Stage 2

- DSTG advised that consideration for irrigation is at least two years away. SS noted that it was a condition on the decision notice in Building Approvals. DSTG advised he will compile a report and distribute.
- CM mentioned that some residents are annoyed they are funding the maintenance of the grass verge, while other areas are being maintained for the resident.

9.7 Secondary Thoroughfare By-law:

- BW to draft up motion for May PBC EGM as a special resolution.
- AB mentioned that Vardon Lane is classified Primary Thoroughfare to the letterbox. He is concerned about the proposed changes stating no parking from 6pm to 6am on secondary thoroughfare.
- SS advised discussing the placement of signs at the parking bays indicating “Visitor Parking Bays.”

9.8 Section 56:

- CM is to forward the invoice and supporting document for legal advice from McCullough regarding the amendment to Section 56 for work order to be raised.
- SS raised concerns that Sanctuary Cove (SC) is entering a new era of uncontrolled development dwellings whereas in the past it was controlled. He also mentioned that parking is also becoming an issue in SC. SS to write a communication regarding s56/52.
- SS advised that he and CM are meeting with David Crisafulli on Monday 13th May 2024.

9.9 PBC focus on Administrative Agreement:

- CM explained the reasoning behind governance review explaining how PBC EC operate, roles and level of expertise on the sub-committees. Desired outcome is to become more efficient. There are obvious insufficiencies and conflicts of interest currently.
- CM mentioned what are our responsibilities around the subsidiary company Resort Body Corporate Services, what is our relationship and exposure there?

- CM advised that the renewal of the Administration Agreement is required prior to October 2025. CM suggested this was likely to impact the Shareholders Agreement with possible terminations.
- CM mentioned the lack of communication from the company SCCSL, an example being BW was recruited as In-House Counsel and the PBC were never informed or consulted.
- AB recommended an Engagement Survey by an external source.

9.10 StrataVote:

- To commence live with the next PBC EGM 30th May 2024. Feedback on any teething issues should be provided by MNs. The PBC EC will continue with the old process for the time being.

9.11 BW attended meeting at 11:53am to discuss legal matters:

- SS requested a Role Description (RD) for BW role. BW advised happy to have an informal chat/meeting to answer any questions people may have around her role and responsibilities. BW explained her concerns with the RD being provided, some people may misinterpret the information.
- SH mentioned a basic job description would be helpful.
- BW explained she was unable to act in legal capacity for the PBC/PTBC, however she is assisting the PBC in matters where legal advice is already sort.
- The next steps with the Leslie & Buttner situation, will be to arrange a non-prejudice meeting with both parties.

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

MEETING CLOSED @ 12:25PM

Chairperson:



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

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

Date of Meeting: Monday, 3 June 2024

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:03am **Finish Time:** 9:56am

Attendance

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

| | | |
|--------------|--------------------------|----------------------------|
| Chairperson | Mrs Caroline Tolmie (CT) | |
| Ordinary | Mr Peter Ginn (PG) | |
| Ordinary | Mr Craig Eccles (CE) | |
| Ordinary | Mr John Venn (JV) | |
| Non - Voting | Mr Michael Jullyan (MJ) | Executive Architect |
| Non – Voting | Mr Dale St George (DSTG) | Chief Executive Officer |
| Non – Voting | Ms Kira Cook (KC) | Building Approvals Officer |
| Non – Voting | Mrs Jodie Syrett (JS) | Manager of Body Corporate |

Apologies

Ordinary Mr Stuart Shakespeare (SS)
 Ordinary Mr Paul Lynam (PL)

Conflict of Interest

Nil conflicts were tabled by members.

Meeting Recorded

No



BUSINESS ARISING

2. 7007 Marine Drive East – Rear Boundary Fencing Relaxation Request

The ARC reviewed applicants request for fencing relaxation and provided feedback. The committee is in favour of the proposed fence change with the condition that the fence is not visible from the secondary thoroughfare and no higher than the front fence.

3. 7008/7010 Riverview Crescent – Side Boundary Fencing Relaxation Request

The ARC reviewed applicants request for side fencing relaxation and provided feedback. The committee has requested additional information, including a site plan to show the extent of the fence. For the relaxation to be granted the fence will need to be behind the building line and not visible from the secondary thoroughfare.

DRAFT



MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

| | | |
|--|---------|---|
| RESOLVED That the minutes of the Architectural Review Committee meeting held 7 May 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting. | Yes | 4 |
| | No | 0 |
| | Abstain | 0 |

DRAFT



2 **5608 Harbour Terrace, Lot 35 Bauhinia** **CARRIED**

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Major Alterations application at 5608 Harbour Terraces be approved by the Principal Body Corporate (PBC) subject to:

1. **Rear Boundary Line** – Not compliant, amended plans to include a minimum 100mm step from the water face of the column to the outer most project of the gutter on the ground floor side roof.
2. **Finished Floor/Ground Levels** – Further details required, amended plans to include section through 2121 F window to show relationship between the bar area floor and side fence.
3. **Swimming Pool Fences** - In accordance with requirements of local authority.
4. **Retaining Walls** – Not compliant as side fences are acting as retaining devices, amended plans to be provided with retaining walls independent from side fencing.
5. **Service 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.
6. **Swimming Pool Filter Pump** – must be enclosed in an Acoustic Enclosure due to close proximity to side boundary.
7. **Character Zone Requirements:**
 - a. **Fence** – Further details required for fence removal and extension of side fence.
 - b. **Retractable Screen** – Further details required regarding retractable screen on lower floor balcony.
 - c. **Columns** – Size of columns is to remain largely unaltered.
 - d.

| | |
|---------|---|
| Yes | 4 |
| No | 0 |
| Abstain | 0 |

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

1. **Class 10 Height**
2. **Driveways**
3. **Swimming Pool Setbacks**
4. **Privacy For Neighbouring Lots**

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



3 6316 Horizon Court, Lot 113 Araucaria CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for a Swimming Pool at 6316 Horizon Court to be approved by the Principal Body Corporate, subject to:

| | |
|---------|---|
| Yes | 4 |
| No | 0 |
| Abstain | 0 |

1. **Swimming Pool Fences** – In accordance with requirements of local authority.
2. **Swimming Pool Filter Pump** - must be enclosed in an Acoustic Enclosure due to close proximity to side boundary.
3. **Synthetic Turf** - Specifications of the synthetic turf are as follows:
 - a. Top dressed with 15-20mm of fine washed sand
 - b. Drainage to artificial turf provided.
 - c. Subgrade – 60-80mm aggregate and sand mix.
 - d. Pile height must be 40mm.
 - e. Colour – EG field /olive green or equal.
 - f. Yarn stitch rate of 17/100
 - g. Minimum 10-year warranty

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

4 4631 The Parkway, Lot 79 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for Major Alterations at 4631 The Parkway be approved by the Principal Body Corporate, subject to:

| | |
|---------|---|
| Yes | 4 |
| No | 0 |
| Abstain | 0 |

1. **Swimming Pool Fences** - In accordance with requirements of local authority.

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

2. **Side Boundary Building Line**
3. **Rear Building Line**
4. **Fences**

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



**10 Executive Architect / Building Approvals Officer
 recommendations – ending 27 May 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 Officer for the period ending 27 May 2024.

| | |
|---------|---|
| Yes | 4 |
| No | 0 |
| Abstain | 0 |

1. **6276 Spyglass Hill, Lot 95 Araucaria**
Return of Compliance Agreement Fee – New Dwelling
2. **5266 Marine Drive North, Lot 122 Roystonia**
Application for External Painting
3. **5254 Marine Drive North, Lot 116 Roystonia**
Application for External Painting
4. **7008 Riverview Crescent, Lot 13 Plumeria**
Application for Exterior Painting
5. **8871 The Point Circuit, Lot 11 Justicia**
Application for Pontoon
6. **5401 Pebble Lane, Lot 108 Roystonia**
Return of Compliance Agreement Fee – Major Alterations
7. **6254 Broken Hills Drive, Lot 36 Araucaria**
Return of Compliance Agreement Fee – Major Alterations

11 ARC Recommendations to the PBC – 3 June 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 3 June 2024.

| | |
|---------|---|
| Yes | 4 |
| No | 0 |
| Abstain | 0 |



OTHER MATTERS/GENERAL BUSINESS

5716 Observation Crescent, Lot 114 Washingtonia – Major Alterations

MJ tabled the EAR and application for Major Alterations as a late submission for consideration.

The Architectural Review Committee recommends the application for Major Alterations at 716 Observation Crescent be approved by the Principal Body Corporate, subject to:

1. **Side Boundary Building Line** – Additional information required, amended plans to outline elevations.
2. **Swimming Pool Fences** - In accordance with requirements of local authority.
3. **Finished Ground Levels** – Not compliant at 1m on side boundary, must be a minimum of 1.5m setback. Relaxation to be considered following neighbour consultation.
4. **Retaining Walls** – Must be rendered and painted.
5. **Swimming Pool Height** – screen planting required to the pool; proposed planting must be fast growing and to be confirmed in line with approved landscaping list.
6. **Garbage Bin Enclosure** - Must remain unchanged and comply with By-Law 2.18.2
7. **Address Numbers** – Must remain unchanged and comply with By-Law 2.18.5
8. **Letter Box** - Must remain unchanged and comply with By-Law 2.18.6

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

1. Exterior Colours

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

Name of voter: _____

Signature of voter: _____ Date: _____



| # | 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. o SS mentioned Barry Teeling advised Mulpha paying for everything including landscaping | 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 o DSTG advised hot mix considered after boat show | Recommend Removal |
| 427 | 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. o DSTG to complete a report for June 24 | Ongoing |
| 429 | 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.

**CORRESPONDENCE
FOR
INFORMATION**

Amendment to Sanctuary Cove Resort Act 1985

Please see 'amendment' to Section 55 Temporary closure of thoroughfares, current as of 26 April 2024 NOTE only changes are subsections 1(a) and (b):

NEW:

55 Temporary closure of thoroughfares

- (1) Subject to subsection (2), if the primary thoroughfare body corporate or the principal body corporate determines that any work is to be carried out on a primary thoroughfare or, as the case may be, a secondary thoroughfare which work is of such a nature as will or would require the temporary closure to some or all traffic on any road, the primary thoroughfare body corporate or, as the case may be, the principal body corporate shall give notice of intention to temporarily close the road at least 7 days prior to the closure by—
 - (a) if the body corporate has a website—publishing the notice on the website; and
 - (b) giving the notice in writing to each member of the body corporate who is the proprietor of a lot access to which is likely to be affected by the closure.
- (1A) The notice shall—
 - (a) specify the classes of traffic to be excluded; and
 - (b) identify the location of the road to be closed; and
 - (c) specify the period or periods of the closure; and
 - (d) specify the nature of the work being carried out.
- (2) The provisions of subsection (1) do not apply where the work to be carried out is of an emergent nature.

OLD:

55 Temporary closure of thoroughfares

- (1) Subject to subsection (2), if the primary thoroughfare body corporate or the principal body corporate determines that any work is to be carried out on a primary thoroughfare or, as the case may be, a secondary thoroughfare which work is of such a nature as will or would require the temporary closure to some or all traffic on any road, the primary thoroughfare body corporate or, as the case may be, the principal body corporate shall give notice of intention to temporarily close the road at least 7 days prior to the closure by—
 - (a) public notice in a newspaper circulating in the site and the adjacent site; and
 - (b) written notice given to each member of the primary thoroughfare body corporate or, as the case may be, the principal body corporate access to whose lot is or is likely to be affected by the closure.
- (1A) The notice shall—
 - (a) specify the classes of traffic to be excluded; and
 - (b) identify the location of the road to be closed; and
 - (c) specify the period or periods of the closure; and
 - (d) specify the nature of the work being carried out.
- (2) The provisions of subsection (1) do not apply where the work to be carried out is of an emergent nature.

Item 2

POSITION / COMPANY

In-house Counsel - Sanctuary Cove Community Services Limited (The Company)

REPORTS TO

Chief Executive Officer (CEO)

KEY INTERACTIONS

- **Internally:** CEO, EA to CEO, Board of Directors, Body Corporate Managers and Building Approvals Manager.
- **Externally:** Residents, insurance brokers, regulatory bodies, experts, contractors and other third parties.

POSITION OVERVIEW

Responsible for providing sound legal advice to Sanctuary Cove Community Services Limited (SCCSL) and its employees on a variety of legal matters, with a focus on the provision of strata law advice with respect to the various bodies corporate that are managed by SCCSL.

INDEPENDENCE STATEMENT

In-house Counsel will provide legal advice that is sufficiently objective and impartial to comply with the professional obligations of a solicitor. In-house Counsel's primary duty is to the court and the administration of justice, followed by the duty to act in the best interests of SCCSL. The professional obligations of In-House Counsel are owed to SCCSL and not to people who manage SCCSL or to fellow employees.

PRIMARY RESPONSIBILITIES

- Draft, review, and negotiate key documents on behalf of SCCSL.
- Report to, and regularly liaise with, the CEO on all legal matters.
- Report to Board on legal matters as required.
- Provide legal advice to Body Corporate Managers and other staff members as required.
- Advise on disputes and manage litigation matters on behalf of SCCSL where practical.
- Promote legal, compliance and risk management best practice throughout SCCSL.
- Work with management to establish good corporate governance and legal compliance processes and procedures.
- Enhance the suite of template agreements, forms and documents used across the business and recommend, design, and implement relevant company policies and procedures.
- Conduct in-house education for SCCSL team members on relevant matters.
- Manage the outsourcing of legal services where required.
- Prioritise workload and work autonomously and maintain a high quality in the service provided.
- Communicate complex legal issues in terms that non-legal colleagues can understand.
- Build and maintain strong professional relationships across SCCSL.



27th May 2024

Mr Peter Slaski
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Peter,

**REQUEST FOR BROKEN WINDOW TO BE REIMBURSED DUE TO UNKNOWN METAL OBJECT
PROPERTY: LOT 99 WASHINGTONIA GTP 1703**

We are writing to provide an update regarding your request for reimbursement for the damage to your window caused by an unknown metal object.

Although the minutes are still pending drafting and approval, we can confirm that, following discussions in the PBC EC meeting held 9th May 2024 at 9:00am, the committee decided that an informal meeting should be organised between the PBC Chairperson, Stuart Shakespeare and Manager of Body Corporate, Jodie Syrett to discuss the matter further. Stuart is currently away until the 9th of June 2024. Please let me know a suitable date and time for a meeting after that.

We look forward to hearing from you to arrange a date and time for this meeting. If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at psc@scove.com.au.

For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

A handwritten signature in blue ink, appearing to read 'Dale St George'.

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

Item 4

From: [Simone Hoyle](#)
To: [Dale StGeorge](#); [PBC](#)
Cc: [Derek Glinka](#); [Sue Scott](#); [cynthia.gillespie](#); [janice.bailey142](#); [dhmoorhead](#); [donna](#)
Subject: Sanctuary Cove Security Team / Thank you from Roystonia lot owners
Date: Wednesday, 29 May 2024 12:25:36 PM

Good afternoon Dale

Would you please pass on our warmest thanks and appreciation to Mike Telea and the SC Security team on behalf of the Roystonia Committee and lot owners. The entire Security team were exceptional in providing extended security during the boat show, particularly in stationing team members at the gate between Cypress Point and Marine Drive North. We are thankful and grateful for the additional coordination and support required to maintain this security presence. Well done to the entire team!

Kind Regards

Simone Hoyle

On Behalf of the Roystonia lot owners



29th May 2024

MBA Lawyers

Via email transmission: clayton.glenister@mba-lawyers.com.au,
tessa.calver-james@mba-lawyers.com.au

To Whom it May Concern,

RE: Section 56 Sanctuary Cove Resort Act 1985

Our comments are:

- 1 We refer to your letter of 29 September 2023.
- 2 Your client considers, in item 7 of your letter of 29 September 2023, it is in the best interests of both the PBC and PTBC for section 56 SCRA to be amended, in the manner proposed.
- 3 We invite you, and your client, to let us know the basis and justification for that statement.

We look forward to hearing from you.

Brian Earp

Mr Brian Earp
Sanctuary Cove Principal Body Corporate Secretary

Dear Committee Members,

The team at Sanctuary Cove Community Services Limited have been working diligently behind the scenes to deliver valuable benefits to make the management of your property as convenient as possible.

With you in mind, we are pleased to inform you that we are now introducing a new technology to run our meetings and manage voting: **StrataVote**.

StrataVote is a mature product that will help us manage your property by running our Annual General Meeting's (and the various other meeting requirements), smoothly and efficiently, improving your overall experience and the great service we already provide you with.

Benefits of StrataVote:

- ✔ The most widely used online strata voting software – you're joining a long list of happy Owners who benefit from the efficiency of StrataVote.
- ✔ You'll receive your notices electronically – via email, including secure links to cast votes and improve the overall participation of your meetings.
- ✔ A manager's time is more focused where it counts – by introducing StrataVote your manager can spend more time working with you rather than on preparing all the required documentation and procedural processes.
- ✔ Lot Owners can participate quickly and easily, leading to quicker and better decisions for your property

Our vision is to constantly review and improve your experience. We truly value your feedback and welcome you to share your comments with your Body Corporate Manager.

Should you require any further information on StrataVote, please reach out to your Body Corporate Manager.

Kind Regards



Jodie Syrett

Manager of Body Corporate

**CORRESPONDENCE
FOR ACTION**

Item 1

| | | |
|--|--------------|----------------|
| DISTRIBUTION: FSC | ATTACHMENTS: | DATE: Feb 2024 |
| Note report and advice further action or comments. | | |

Objective

The FTTH was installed within Sanctuary Cove to ensure that residents were able to access high speed internet. This was a joint venture between the PTBC and PBC.

Background

The Sanctuary Cove Unit Trust after a due and proper tender process and community consultation awarded the administration and operation of the FTTH network to OptiComm, commencing on the 1 April 2019 for three (3) years terminating on the 30 April 2022.

The Unit Trust also assigned the Carriers license to OptiComm for the same period.

After this initial term, the contract was then extended by the Unit Trust on a twelve (12) month basis.

The PTBC and the PBC both bore the cost of maintenance and equipment upgrades as planned and forecast.

The PTBC invested in the network on a short-term basis and asked the Company to investigate winding up the Communications Unit Trust, distributing any remaining funds and surplus after tax, and transferring the FTTH assets and contract (OptiComm) to the PBC.

This transfer was approved and took place in June 2022, with the PBC now financing the network 100.0%.

Current Status

The OptiComm and PBC contractual arrangements are now operating on a month by month basis.

The FTTH network when first installed was built using cutting edge technology based on USA technology, hardware and software. This equipment is now redundant, and the PBC needs to now consider the future ownership and operation of the FTTH, and whether it is now relevant to retain ownership and upkeep, given the advances in modern technology.

The Company (on behalf of the PBC) reached out to OptiComm and enquired as to their commercial plans for continuing to operate and manage the FTTH under the current contract.

After meeting with OptiComm the PBC received three (3) options that the Finance and Contracts Committees could review and analyse and formulate a recommendation to the PBC EGM for approval.

OptiComm – Proposal

Management had a face to face meeting with OptiComm representatives, with the meeting being Chaired by Mr Shaun Clarke (Chair of the Contract sub-committee) on Tuesday 10 October 2023.

See Attachment 1.

On the 26 October 2023 OptiComm provided a proposal of three (3) options to the PBC. Management advised OptiComm that due to time constraints and other pressing PBC matters, that we would review their new proposal early 2024.

See Attachment 2.

Option 1

- OptiComm acquires the FTTH network for \$1.00 (AUD).
- OptiComm to fund the total upgrade of the Network to NOKIA XGS-Pon (removing all the redundant calix equipment)- \$961,000(ex) – would occur over 36 months.
- OptiComm would pay for all maintenance fees and capital upgrades – currently paid by the PBC- \$320,000 pa (ex).
- OptiComm will pay Sanctuary Cove PBC a 5% revenue share of all wholesale revenue generated by Sanctuary Cove residents for a period of 5 years after the acquisition.
- OptiComm to pay the PBC additional revenue options from Wholesale L# services across both residential and commercial operations.
- OptiComm and PBC would work together to separate community security (alarms, etc) and the PBX networks and hand over ownership / control to the company (owner of the PBX). For new lots developed in Sanctuary Cove, OptiComm would charge the developer \$1,200 (ex) per lot (excludes pit / pipe design, supply and installation).
- The first homeowner of the lot requesting service would be charged a connection fee of \$500 (ex).

Option 2

- Sanctuary Cove PBC fund the network upgrade to Nokia XGS-Pon – cost over 36 months- \$961,000 (ex). Process – 30 homes at any one time.
- Current Maintenance / operations agreement extended with OptiComm.
- In house security / duress / PBX line removed from OptiComm (agreement), managed by Security Services and migrated over to IP based system.

Option 3

- Hybrid option – OptiComm to acquire Sanctuary Cove FTTH for \$1.00 (AUD).
- OptiComm fund upgrade to Nokia XGS-PON- \$961,000 (ex).
- Existing Calix equipment stays in play next to Nokia equipment.
- Maintenance / operations agreement extended with OptiComm for Calix equipment on a per home basis – approx. \$14.95 (ex), charged to SC PBC.
- No further on-going rebates paid to the SC PBC.
- Where a dwelling is yet to migrate legacy security / duress / PBX line from telephone IP, the Calix ONT would continue to provide these services, until the owner has migrated these services.

Recommendation:

The PBC authorises the Manager to formalise and undertake the necessary negotiations with OptiComm to document the sale of the FTTH network and upgrade.

Upon completion of this process, the transaction will be presented to the Contracts and Finance Sub-committees for scrutiny and review, before approval by the PBC at General meeting.

Opticomm Proposal - PBC

Option 1: PBC to sell Fibre Network for S1 & Separate Existing Community Security & PABX networks

| | Current | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Opticomm annual fees | 320,000 | | | | | |
| Calix Software Support | 41,864 | | | | | |
| Cybernet FTTH fees | 9,350 | 9,631 | 9,919 | 10,217 | 10,524 | 10,839 |
| Anti Virus | 1,493 | 1,538 | 1,584 | 1,631 | 1,680 | 1,731 |
| R&M | 23,475 | 24,179 | 24,905 | 25,652 | 26,421 | 27,214 |
| Opticomm Rebates (5% wholesale for 5years) | * - 18,846 | - 3,769 | - 3,769 | - 3,769 | - 3,769 | - 3,769 |
| Opticomm Additional Revenue options | | | | TBD | | |
| Installs net revenue | - 68,006 | | | | | |
| COGS | 37,954 | | | | | |
| New lots developed - \$1,200 per lot | | | | | | |
| First Homeowner connection charge - \$500 | | | | | | |
| Nokia Upgrade (upgrade of existing equipment over 36 months): | | | | | | |
| Cost per Home | nil | nil | nil | nil | nil | nil |
| Head end Upgrade | nil | nil | nil | nil | nil | nil |
| Existing Community Security Networks and PABX: | ** | | | | | |
| Separation of Community Security and PABX to PBC including phone port upgrade to ONT | | | | TBD | | |
| Community Network Costs | * | 5,000 | 5,150 | 5,305 | 5,464 | 5,628 |
| Security Network costs | * | 15,000 | 15,450 | 15,914 | 16,391 | 16,883 |
| PABX costs | * | 8,000 | 8,240 | 8,487 | 8,742 | 9,004 |
| Net Outlays | 347,284 | 59,578 | 61,479 | 63,436 | 65,452 | 67,529 |
| Cumulative outlays | 347,284 | 406,862 | 468,341 | 531,777 | 597,229 | 664,758 |

Comments:
 * Ongoing costs of maintaining Community Network and PABX related costs, or the costs of maintaining an upgraded network have been estimated and are subject to change.
 ** Existing Community Security & PABX transition - no potential costs have been included in this current proposal.

Option 2: PBC to retain ownership and continue without change

| | Current | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 |
|-----------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| Opticomm annual fees | 320,000 | 329,600 | 339,488 | 349,673 | 360,163 | 370,968 |
| Calix Software Support | 41,864 | 43,120 | 44,413 | 45,746 | 47,118 | 48,532 |
| Cybernet FTTH fees | 9,350 | 9,631 | 9,919 | 10,217 | 10,524 | 10,839 |
| Anti Virus | 1,493 | 1,538 | 1,584 | 1,631 | 1,680 | 1,731 |
| R&M | 23,475 | 24,179 | 24,905 | 25,652 | 26,421 | 27,214 |
| Opticomm Rebates | - 75,384 | - 77,646 | - 79,975 | - 82,374 | - 84,845 | - 87,391 |
| Installs net revenue | - 68,006 | - 63,042 | - 57,718 | - 52,019 | - 45,925 | - 39,419 |
| COGS | 37,954 | 35,303 | 32,322 | 29,130 | 25,718 | 22,075 |
| Nokia Upgrade: | | | | | | |
| Cost per Home @350 for 1850 homes | 350 | 215,600 | 215,600 | 215,950 | | |
| Head end Upgrade | | 122,000 | | | | |
| Net Outlays | 290,746 | 640,283 | 530,538 | 543,606 | 340,854 | 354,548 |
| Cumulative outlays | 290,746 | 931,029 | 1,461,567 | 2,005,173 | 2,346,027 | 2,700,575 |

Comments:
 Outlays for Community Security System upgrades have not been quantified at this stage

Option 3: Hybrid Option - no upgrade to Community Security and PABX

| | Current | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 |
|--|----------------|----------------|------------------|------------------|------------------|------------------|
| Opticomm annual fees | * 320,000 | 280,160 | 237,642 | 192,320 | 144,065 | 92,742 |
| Calix Software Support | 41,864 | 43,120 | 44,413 | 45,746 | 47,118 | 48,532 |
| Cybernet FTTH fees | 9,350 | 9,631 | 9,919 | 10,217 | 10,524 | 10,839 |
| Anti Virus | 1,493 | 1,538 | 1,584 | 1,631 | 1,680 | 1,731 |
| R&M | 23,475 | 24,179 | 24,905 | 25,652 | 26,421 | 27,214 |
| Opticomm Rebates | - 75,384 | | | | | |
| Installs net revenue | - 68,006 | | | | | |
| COGS | 37,954 | | | | | |
| Nokia Upgrade: | | | | | | |
| Cost per Home | nil | nil | nil | nil | nil | nil |
| Head end Upgrade | nil | nil | nil | nil | nil | nil |
| Community Security and PABX - upgrade | | | | | | |
| Community Network Costs | ** | 5,000 | 5,150 | 5,305 | 5,464 | 5,628 |
| Security Network costs | ** | 15,000 | 15,450 | 15,914 | 16,391 | 16,883 |
| PABX costs | *** | 8,000 | 5,600 | 3,200 | 800 | - |
| Net Outlays | 290,746 | 386,627 | 344,663 | 299,984 | 252,463 | 203,568 |
| Cumulative outlays | 290,746 | 677,373 | 1,022,036 | 1,322,019 | 1,574,482 | 1,778,050 |

Comments:
 * Opticomm annual fees will be \$320k / # homes utilising Calix ONT - Approx 14.95 each, to allow gradual migration from the legacy services to IP services, reduced by 10% each year as a conservative measure for the purpose of this comparison
 ** Assumes Network associated costs as a place holder on the provisioning of IP services for Community Security Networks transitioning to IP
 *** Assumes PABX costs will reduce to NIL upon the completion of the transition
 Further information is required to determine number of houses using Calix ONT



Proposal for Sanctuary Cove

26/04/2023

Attention: Dale St George

Office & Building 5, Masthead Way, Sanctuary Cove QLD 4212

RE: Sanctuary Cove Telecommunications Network

Dear Dale,

We are pleased to offer this proposal for the acquisition of telecommunications network at Sanctuary Cove

At Opticomm, we understand that developers aspire to creating vibrant, safe and connected communities. We believe that reliable, superfast internet connectivity is fundamental to how this all comes together, mobilising the way residents live, work and play. Opticomm provides a FTTP network connection to every residence, so that your community can experience fast internet built for tomorrow - today.

Your residents will be able to choose from a wide range of service providers and internet plans to suit their needs, whether it be a more basic plan or a high-speed plan. These plans are built to support multiple connected devices, running services such as video streaming, gaming and virtual meetings, with many of our service providers delivering speeds of up to 1Gbs for residential plans today.

For additional information about Opticomm, please refer to: **Appendix A – Why us**, or get in touch to find out more.

We look forward to working with you on this exciting project and would appreciate the opportunity to meet and discuss our offer with you in person at your earliest convenience.

Regards,

Jason Clarke

National Solutions Manager | Wholesale & InfrastructureE:

jclarke@opticomm.com.au

M: +61 418 439 054

A: Level 10, Office A, 500 Queen Street, Brisbane, QLD, 4000
opticomm.com.au

About us

Together, with Uniti Group, we help connect your residents with more than just broadband access. We deliver unparalleled support, innovation, and the power of choice, so you can build the best foundation for your community.

Part of Uniti Group

Opticomm is a wholly owned subsidiary of Uniti Group, a ~4Bn digital infrastructure provider. At Uniti, we have a collective mission to provide our customers with future-focused networks and solutions, and our people with a workplace driven by passion.

Opticomm at a glance

- One fibre at a time, we're driving a movement to help Australia connect faster
- We're the no. 1 independent provider of fibre network infrastructure for greenfield housing
- Owner and operator of one of Australia's largest access networks
- Over 600,000 connected or contracted premises across the country
- Local dedicated support
- Statutory Infrastructure Provider (SIP) that is independent, flexible and guarantees fibre access

Our services

With a nimble approach, our team of experts offer bespoke designs, streamlined packages and turnkey solutions based on the needs of each development or community.

Wholesale open access networks

We design, build, own and operate fibre-based, open-access wholesale networks in residential, commercial and lifestyle communities.

- As a broadband wholesaler, we are responsible for the infrastructure that connects to a premises
- This network allows service providers to create end-user offerings and plans powered by the Opticomm network
- These are the home internet plans enjoyed by many existing residents in communities connected by Opticomm

Community connection

With leading industry partners, we enable developers to create connected communities with technology supporting:

- Public Wi-Fi and smart poles
- Multi-access and community TV
- Gate access control systems
- Energy monitoring systems
- Internet of Things (IoT)
- Building management and access control systems
- Intercom and communications systems
- Security and CCTV

Proposal

Opticomm would be interested to discuss the acquisition of the Sanctuary Cove Telecommunications network. Currently the Sanctuary Cove Telecommunications Network consists of pit and pipe infrastructure as well as passive and active fibre and telecommunications infrastructure servicing approximately 1,800 premises which places market and regulatory obligations and financial burdens on Sanctuary Cove. The intent of this proposal is to remove the community from these obligations and burdens by transferring the asset to Opticomm, who will take responsibility for the operations maintenance and upgrade of the network at no cost to the Sanctuary Cove community.

Backhaul

- Opticomm would continue to operate and be responsible for the backhaul into the Sanctuary Cove development.
- Any required increase in bandwidth would be funded by Opticomm to support the plans purchased by residents from their chosen retail service provider.

Pit and Pipe Network

Currently Sanctuary cove are responsible for the operation and maintenance of the pit and pipe network, under this proposal

- OptiComm proposes to take ownership of the pit and pipe, removing the obligation from Sanctuary Cove of operations and maintenance costs.
- Opticomm would allow access to the pit and pipe network for Sanctuary Cove community security services and other community technology.

Passive & Active network components

Currently Sanctuary cove are responsible for the operation and maintenance of the passive fibre and active network equipment. There are two GPON head ends and two MATV headends. The active equipment on site is Calix. Opticomm proposes to take ownership of all equipment. Importantly

- The current GPON equipment is not XGSPON capable, and the current Calix equipment is not supported by any major wholesale telecommunications Carrier in Australia, is end of life and requires replacement. Upgrading this equipment will be a costly exercise if undertaken by Sanctuary Cove.
- When Retail Service Providers start to offer services over 1Gb/s, Sanctuary Cove will require an active equipment network upgrade from GPON to XGSPON.

- OptiComm will upgrade the existing Calix active GPON equipment to Nokia 10Gbit XGS-PON platform which will also provide future proof pathway to enable multiple Gbit services to all residents. This Upgrade will be at no cost to Sanctuary Cove.
- Nokia 10Gbit XGS-PON platform also conforms to Telstra networking standards and facilitates the onboarding of Telstra Retail to service Sanctuary Cove residents.

As part of the proposed network acquisition, Opticomm will upgrade the existing Calix active equipment, over 36 months to Nokia at no cost to Sanctuary Cove. Opticomm would then operate, maintain & upgrade where required the network, removing the cost and obligation from Sanctuary Cove.

Existing Community Security & PABX

Opticomm would be open to discuss the needs of the Community Security and PABX systems and assist in the transition of any legacy system.

Commercial Proposal

1. OptiComm to purchase Sanctuary Cove network for \$1.00.
2. OptiComm to fund network upgrade to Nokia 10Gbit XGS-PON.
3. OptiComm to remove all maintenance fees – currently \$320,000 per year.
4. OptiComm to pay Sanctuary Cove 5% revenue share of all wholesale revenue for a period of 5 years after the network acquisition.
5. OptiComm to pay Sanctuary Cove additional revenue options from wholesale L3 services across both residential and commercial.
6. OptiComm and Sanctuary Cove to work together to separate community security and PABX networks and hand over ownership / control to the Body Corporate.



Appendix A

Why us

We're built on better[®]

We continue to challenge the way wholesale network solutions are designed and delivered. One fibre at a time, we're driving a movement towards access networks and solutions that are built for better[®].



Built on experience

With over 14 years of experience, we're one of the first licensed carriers to introduce wholesale, open access networks across Australia.



Built for choice

We're an independent wholesaler with one of the largest service provider communities in the market.



Built on trust

We view each project as unique, and we're dedicated to ensuring quality, compliance, and delivery on-time and within budget. We construct and operate fully compliant fibre networks in accordance with the Telecommunications In New Developments (TIND) policy, and the registered statutory infrastructure provider (SIP) carrier obligations.



Built on fibre

We deliver quality Fibre-to-the-premises access networks to help create reliable, sustainable and faster communities that are built for tomorrow - today.



Built on future-focused technology

We own and operate one of the fastest access networks available in Australia today. Plus, we're continually investing in upgrading our infrastructure to support up to 10Gbps and beyond.

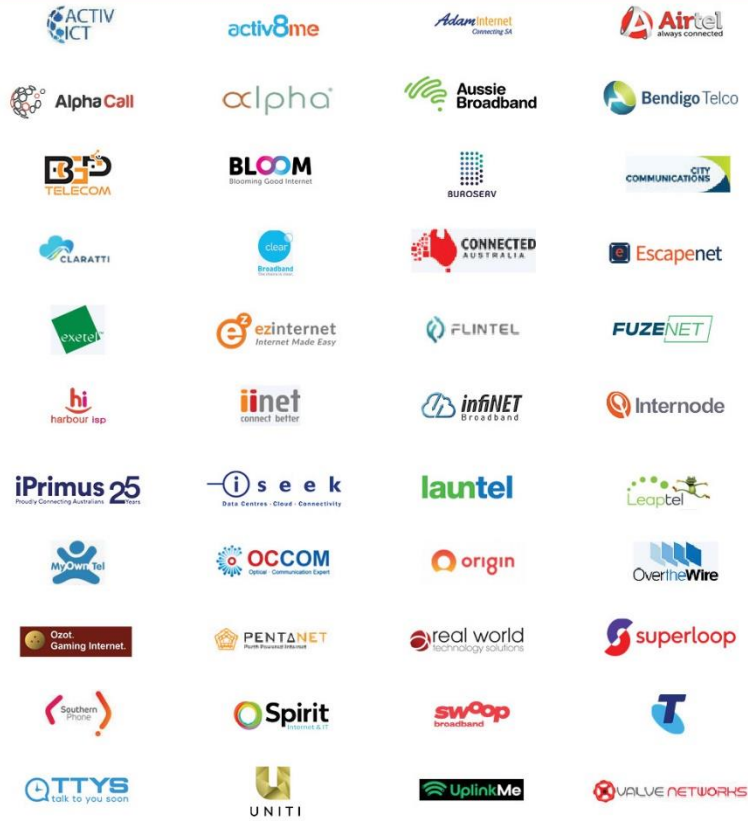


Built for solutions

We invest in technology and a partner ecosystem to enable the right solution for developments, cities and communities. We're a true partner for the long-term.

Our growing list of Retail Service Providers (RSPs)

Residential



Business



Opticomm is a wholesaler to Retail Service Providers. Residents need to contact their preferred provider who can assist them in purchasing an Opticomm-powered plan for phone and/or internet. RSP and service availability may vary by location. *Telstra anticipated to be available as a RSP in H2 2022

Novation Agreement

PARTIES:

OptiComm Ltd (ACN 117 414 776) of Level 1, 22 Salmon Street, Port Melbourne VIC 3207 (**OptiComm**)

Sanctuary Cove Communications Services Pty Ltd (As Trustee for Sanctuary Cove Communication Services Trust) ABN 22 126 951 111 of Shop1A, Building 1 Masthead Way Sanctuary Cove QLD 4212 (**Retiring Party**)

Sanctuary Cove Principal Body Corporate GTP 202 ABN 19 796 870 713 of Shop1A, Building 1 Masthead Way Sanctuary Cove QLD 4212 (**Incoming Party**)

BACKGROUND:

1. OptiComm and the Retiring Party are parties to the Principal Agreement.
2. By this agreement, the parties wish to novate the Principal Agreement on the terms of this agreement.

AGREED TERMS:

This agreement is entered into in consideration of the parties incurring obligations and conferring rights under this agreement and the Principal Agreement, and for other valuable consideration, as follows:

1. DEFINITIONS

In this agreement, unless expressed or implied to the contrary:

Business Day means Monday to Friday excluding public holidays in Victoria.

Effective Date means the 30 June 2022.

Principal Agreement mean the FORMAL INSTRUMENT OF AGREEMENT FIBRE TO THE HOME NETWORK MANAGEMENT AGREEMENT dated 14 February 2019 and NOMINATED CARRIER AGREEMENT dated 2019.

2. NOVATION

- 2.1 On and from the Effective Date, the Principal Agreement is novated to the Incoming Party so that:
 - (a) the Incoming Party replaces the Retiring Party under the Principal Agreement; and
 - (b) a reference in the Principal Agreement to the Retiring Party must be read as a reference to the Incoming Party.
 - 2.2 On and from the Effective Date the Incoming Party obtains the rights of the Retiring Party, and assumes the obligations of the Retiring Party, under the Principal Agreement.
 - 2.3 The Incoming Party does not obtain any right or assume any obligation or liability under the Principal Agreement or otherwise, which accrued or arose before the Effective Date or relates to any act or omission before the Effective Date.
 - 2.4 OptiComm acknowledges that on and from the Effective Date, the Incoming Party has replaced the Retiring Party under the Principal Agreement in accordance with this agreement and must comply with the Principal Agreement on that basis.
- #### 3. RELEASE BY OPTICOMM
- 3.1 The Retiring Party remains liable to OptiComm for all its obligations under the Principal Agreement which fell due for performance before the Effective Date.
 - 3.2 OptiComm releases and discharges the Retiring Party from all obligations under the Principal Agreement which fall due for performance on or after the Effective Date.
 - 3.3 OptiComm does not release or discharge the Retiring Party from any liability in respect of a

cause of action arising with respect to the period prior to the Effective Date.

4. RELEASE BY THE RETIRING PARTY

4.1 OptiComm remains liable to the Retiring Party for all its obligations under the Principal Agreement which fall due for performance before the Effective Date and any obligation which falls due for performance on or after the Effective Date solely in respect of anything done before the Effective Date as if the Principal Agreement had not been novated.

4.2 The Retiring Party releases and discharges OptiComm from all obligations under the Principal Agreement which fall due for performance on or after the Effective Date.

4.3 The Retiring Party does not release or discharge OptiComm from any liability that OptiComm has in connection with the Principal Agreement which accrued before the Effective Date, including any liability in respect of a cause of action which would have accrued if loss or damage had been suffered by the Retiring Party before the Effective Date as if the Principal Agreement had not been novated.

5. GOVERNING LAW AND JURISDICTION

5.1 This agreement is governed by the law in force in Victoria, Australia and each party irrevocably submits to the exclusive jurisdiction of the courts of Victoria.

6. COSTS, AMENDMENTS AND FURTHER ACTS

6.1 Each party will bear its own costs and expenses in connection with the negotiation, preparation, execution, and performance of this agreement.

6.2 This agreement may only be varied by an agreement executed by or on behalf of each party.

6.3 Each party must promptly do all further acts and execute and deliver all further documents (in form and content reasonably satisfactory to that party) required by law or reasonably requested by another party to give effect to this agreement.

7. ELECTRONIC SIGNATURE AND COUNTERPARTS

7.1 Each party warrants that immediately prior to entering into this agreement, it has unconditionally consented to:

- (a) the requirement for a signature under any law being met; and
- (b) any other party to this agreement executing it by any method of electronic signature that other party uses (at that other party's discretion), including signing on an electronic device or by digital signature.

7.2 Where this agreement is electronically signed by or on behalf of a party, the party warrants and agrees that each electronic signature by or on behalf of that party has been used to identify the person signing and to indicate that the party intends to be bound by each such electronic signature.

7.3 This agreement may be executed in any number of counterparts by or on behalf of a party and by the parties in separate counterparts. Each counterpart constitutes the agreement of each party who has executed and delivered that counterpart.

7.4 Without limitation, the parties agree that this agreement may be exchanged by hand, post, facsimile or any electronic method that evidences a party's execution of this agreement, including by a party forwarding a copy of its executed counterpart by hand, post, facsimile or electronic means to the other party.

EXECUTED as an agreement.

Executed by OptiComm Limited
in accordance with section 127 of the
Corporations Act 2001 (Cth)

.....
Director

.....
Name of Director (print)

.....
Date

.....
Director / Company Secretary

.....
Name of Director / Company Secretary
(print)

.....
Date

**Executed by Sanctuary Cove
Communications Services Pty Ltd (As
Trustee for Sanctuary Cove
Communication Services Trust)**
in accordance with section 127 of the
Corporations Act 2001 (Cth):

JOHN TAYLOR
.....
Director

John Taylor
.....
Name of Director (print)

14/06/2022
.....
Date

Dale St George
.....
Director / Company Secretary

DALE ST GEORGE
.....
Name of Director / Company Secretary
(print)

30.5.2022
.....
Date

**Executed by Sanctuary Cove Principal
Body Corporate GTP 202**
in accordance with section 127 of the
Corporations Act 2001 (Cth):

JOHN TAYLOR
.....
Director CHAIRMAN

JOHN TAYLOR
.....
Name of Director (print)

John Taylor
.....
Date

14.06.2022

Dale St George
.....
Director / Company Secretary

DALE ST GEORGE
.....
Name of Director / Company Secretary
(print)

30.5.2022
.....
Date



MINUTES OF FTTH MEETING

Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date of Meeting: Tuesday, 10 October 2023
Time of Meeting: 10.00am

ATTENDANCE

| | | |
|--------------------------------|-------------------|--------|
| Chairperson | Mr Shaun Clarke | (SC) |
| OptiComm Representative | Mr Geoff Aldridge | (GA) |
| OptiComm Representative | Mr Jason Clarke | (JC) |
| Chief Executive Officer | Mr Dale St George | (DSTG) |
| Facilities Services Manager | Ms Shanyn Fox | (SF) |
| Finance Manager | Ms Mika Yanaka | (MY) |
| Security Operations Manager | Mr Mike Telea | (MT) |
| Security Operations Supervisor | Mr Henry Poloai | (HP) |
| Minute Taker | Mrs Tamara Jones | (TJ) |

1. Welcome & Introductions

SC opened the meeting and introduced himself as Chairperson of the Contracts Sub-Committee.

GA provided background on who OptiComm is and what they do. Essentially, OptiComm installs FTTH in mostly new developments nationally (residential, commercial and lifestyle communities). They have over 15 years industry experience and access to 50+ retail service providers.

Sanctuary Cove is different to all other communities that OptiComm service as the community owns the infrastructure.

2. OptiComm Proposal

OptiComm propose to purchase Sanctuary Cove's FTTH infrastructure/network for \$1 and upgrade it from Calix to Nokia.

OptiComm will fund the entire upgrade and remove all maintenance fees (approx. \$320k per year). They also propose that 5% share of all wholesale revenue be paid to Sanctuary Cove for a period of 5 years after network acquisition. Further option to setup Sanctuary Cove RSP that OptiComm would run on Sanctuary Cove's behalf.

OptiComm propose 6–12 month planning will be involved, specifically with Security, to make sure no residents are left at risk with the upgrade – specifically in relation to panic alarms etc.

A hybrid option was raised by SF whereby the Calix infrastructure is left as is whilst Security upgrade existing alarms on PABX system. Nokia to be installed in other areas whilst that occurs. GA & JC confirm this could be a possibility.

OptiComm to provide 3 options in writing (including the above hybrid option) to DSTG by next week. Briefing paper to then be prepared based off this information for tabling and consideration by the PBC.

SC requests that OptiComm provide a comprehensive proposal to ensure residents get all of the information at once (inc. expected timeframes, all costs involved in each proposal, service standards, new house set up costs etc).

SC also requests that OptiComm address in their proposal, the supply of a complete comms solution - security (including alarms, panic buttons, gates and cameras), phone and internet supply to homes and businesses, cable TV (Foxtel) and explain how the proposed solution will be “future proof” and flexible in meeting current and anticipated telecoms requirements for the medium-term future of Sanctuary Cove.

Potential further meeting 2-3 weeks after proposals submitted – potentially included James & Ed.

Note: Telstra will operate off Nokia infrastructure only, not Calix.

Telstra upgrading nbn to Fibre in next five years - OptiComm want to install this in Sanctuary Cove prior to this.

Fibre lifespan is approx. 20-25 years in the ground.

3. Concerns

SC asked what would happen if Sanctuary Cove sold the infrastructure/network to OptiComm and then issues start to arise? GA confirmed that OptiComm are bound by legal responsibilities, including those outlined in the Telecommunications Act and related regulations, which prohibit them from abandoning their customers without adequate support. The contract would also cover this.

Moving forward, manufacturers are not designing infrastructure to be compatible with PABX systems which will affect Security Alarms in Sanctuary Cove residences. Security to undertake an audit and provide list of houses that are still operating of the PABX system.

SF raised concern that if OptiComm own the infrastructure, they would essentially own Sanctuary Cove’s Security System and could do what they want with it (ie. shut it down without notice). GA confirmed there would be a clause in the contract to mitigate this.

Further discussion is required to determine who would be responsible for the replacement of the backup batteries moving forward.

GENERAL BUSINESS

- OptiComm to provide DSTG info on Foxtel issues moving forward. Nokia compatible, Calix not.

ACTION ITEMS

- OptiComm to provide three further models by the 20 October 2023 for further review.

MEETING CLOSED

The Chairperson closed the meeting at 11am.

Item 2

From: [Shanyn Fox](#)
To: [PBC](#)
Subject: RE: 8007 Key Waters tree planting
Date: Tuesday, 28 May 2024 3:32:27 PM
Attachments: [image003.png](#)
[image001.png](#)

Hi Jodie,

This lot owner (8007) is requesting to plant a poinciana as located by x below.

As you can see there is a number of services in this area.

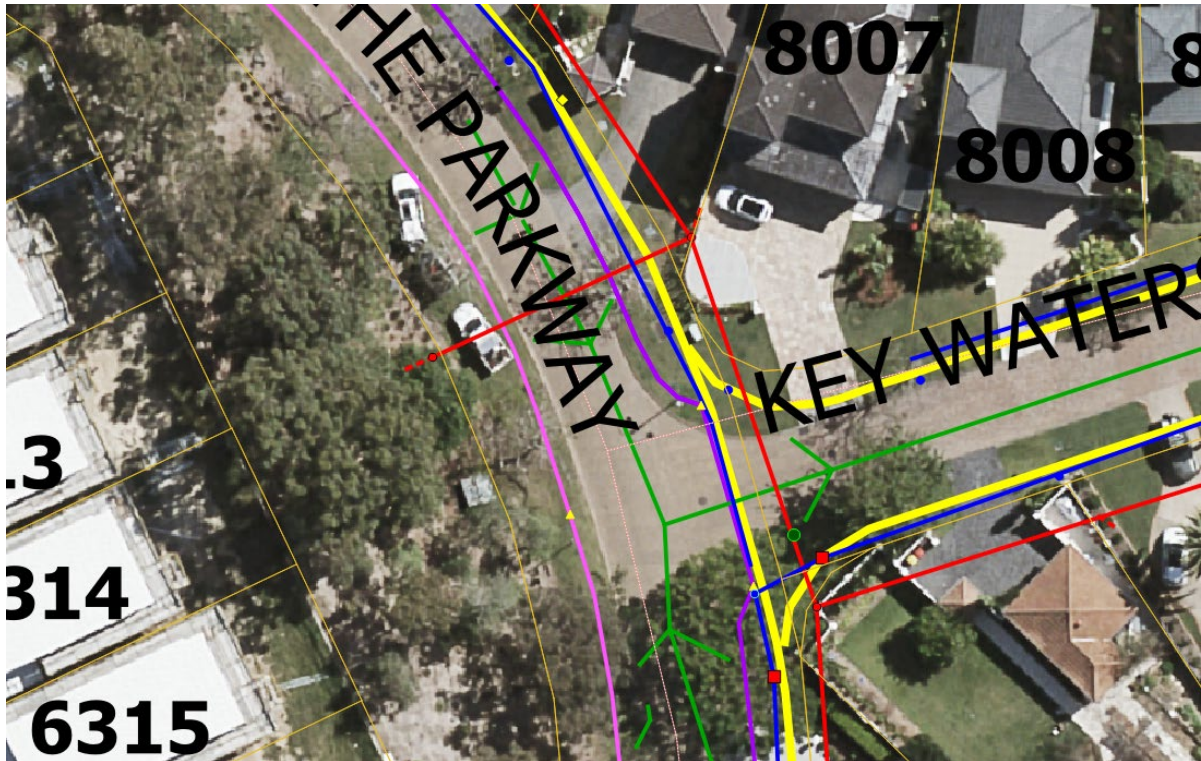
With requests of this nature if approved by the PBC we would always provide additional notes such as:

In relation to the placement of the tree, please refer to the attached image provided by our Asset Management system. This image serves as a reference only, and we strongly advise conducting a survey (such as dialling before you dig) before any action is undertaken. This is particularly important because there is also the potential for Gas infrastructure to be present in this area.

Upon reviewing the image, you will notice that there are many services located in this area.

- Red – Wastewater
- Blue – Mains Water
- Green (thin) – Stormwater
- Pink/Purple – Irrigation main lines
- Yellow/Orange - FTTH
- Blue Circle – FTTH Point

Given the positioning of these main lines/infrastructure, we kindly request that when planting, you refrain from situating them directly over the mains, especially that of the potable water main. This precaution is necessary as the roots could gradually impact and potentially damage the existing infrastructure over time.



From: Milly Freespirit
Sent: Monday, May 20, 2024 12:33 PM
To: Facilities Management <facilities@scove.com.au>
Subject: Re: 8007 Key Waters tree planting

Hello,

I have marked a small red cross for approximate location of the proposed tree.

As the tree variety planted in Key Waters begins further into the street and this variety is really a poor performing tree that leaves constant mess and isn't a flourishing tree, I feel the Parkway variety would be the most effective to plant in this position.

Choosing The Parkway tree also would be more appropriate aesthetically as a continuation of the street appearance in my opinion.

Kind regards
Melissa Brede

On 20 May 2024, at 12:14 PM, Facilities Management <facilities@scove.com.au> wrote:



Good Afternoon Milly,

Thank you for your email.

8007 Key Waters is directly on the corner of The Parkway,

The location of where you would like the tree impacts the tree type as The Parkway has one species and Key Waters another species.

Can you please mark on the below map the location you would like the tree and please be as specific as possible.

Thank you.

<image001.png>

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

<image002.png>

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

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-----Original Message-----

From: Milly Freespirit <

Sent: Monday, May 20, 2024 10:58 AM

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

Subject: 8007 Key Waters tree planting

Hello Eliza,

Paul Shewen as you know has graciously helped me out with my request to have a tree possibly planted on the corner of The Parkway and Key Waters out the front of my home.

I understand this may be possible, this is why I am reaching out to you.

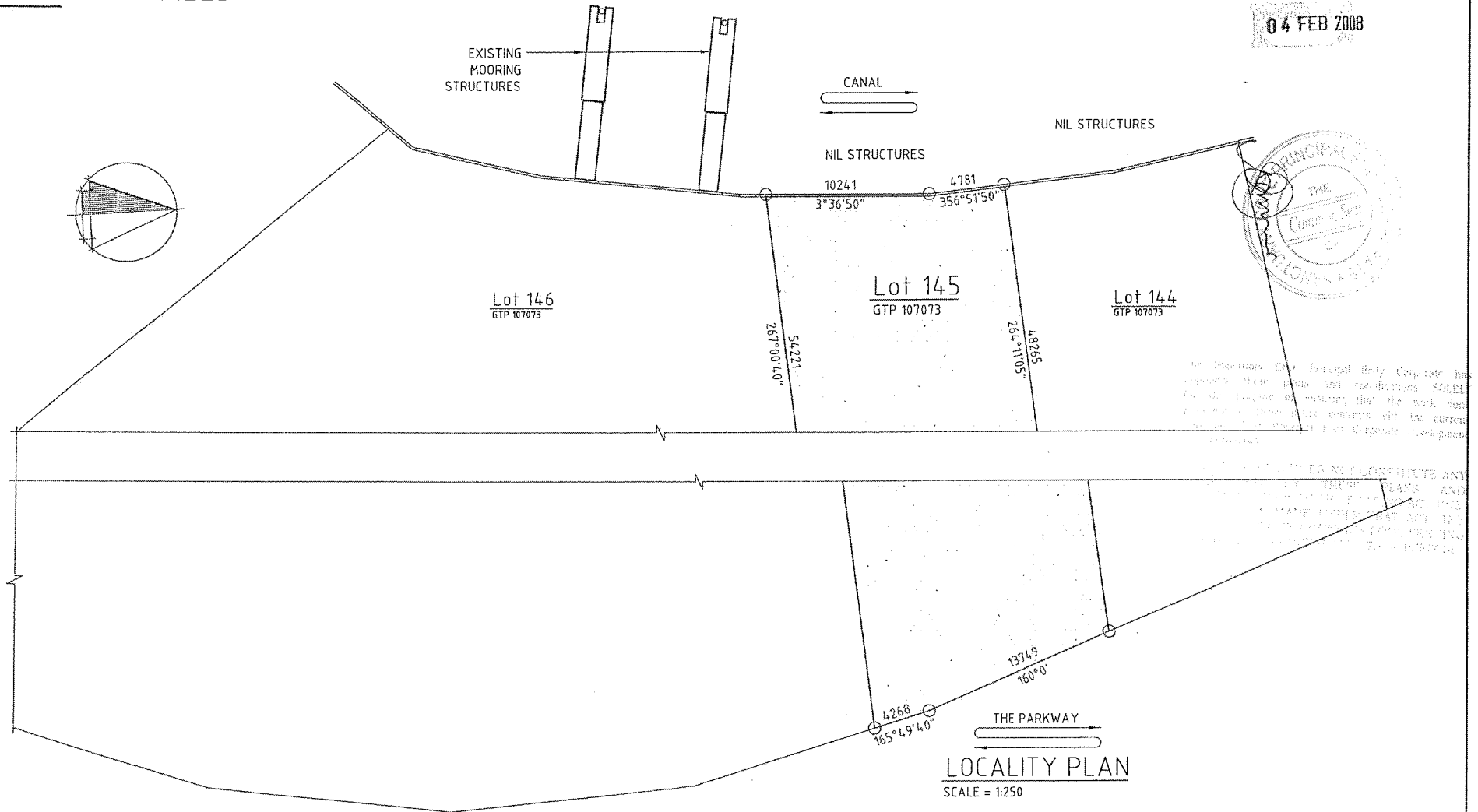
What will be the next step in looking into this being possible?

Kind regards
Melissa Brede

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

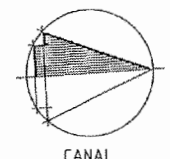
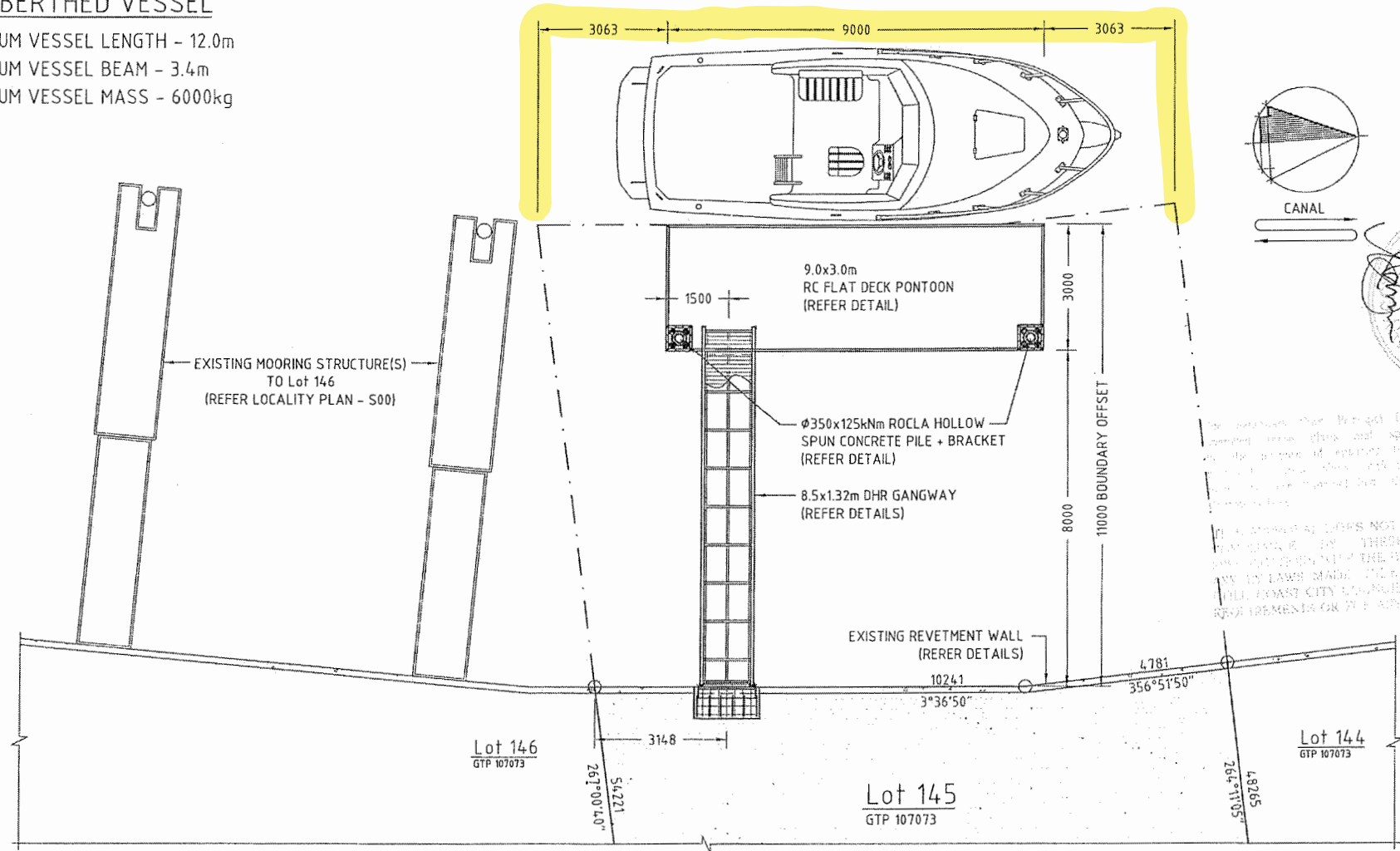
DESIGNED S.R.B.
DRAWN A.J.Q.
CHECKED
 CONSTRUCTION ISSUE

DRAWING :
 S00
DRAWING SET :
 2K08PP50A

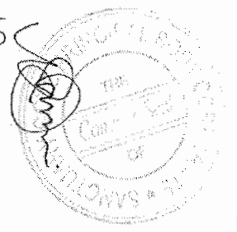
REV.

WET BERTHED VESSEL

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



CANAL



The information contained herein is for general information only and does not constitute any warranty or representation. The user of this information shall be responsible for its use and for any consequences thereof. This drawing does not constitute any part of a contract and shall not be used for any purpose other than that for which it was prepared. THE LOCAL COUNCIL'S POLICY ON FENCING IS TO ENCOURAGE FENCING FOR THE PROTECTION OF THE PUBLIC AND FOR THE PREVENTION OF ACCIDENTS.

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

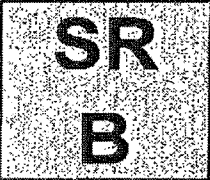
APPROVED :

 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.



SRB CONSULTING
ABN 74 225 770 878
CONSULTING STRUCTURAL ENGINEERS
Principal: Stephen Belyea, B.Eng. (Struct.), MIE Aust. RPEQ.



Mobile: 0400 379908

Email: srbconsulting@ozemail.com.au

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 (T6-6061) 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 4

From: [Heather James](#)
To: [PBC](#)
Subject: Bamboo Screening
Date: Monday, 3 June 2024 3:47:50 PM

To the BC and EC,

I have been requested by Jodie to submit my concerns and desired outcome re the bamboo fencing which was erected and unauthorised between 2024 and 2026 The Circle.

I agree that it has become a contentious issue but Im afraid it is the fault of the BC decisions that we are still arguing.

The fence was erected without approval and the first decision to make the neighbours take it down should have been upheld

I have now 8 months later had 4 different people including Dale St George assure me that it would be removed only to have you backflip on it every time. It is unsightly and I look at it every day. Everyone who visits comments on it and asks how they were allowed to keep it. I feel like I have made my intentions crystal clear. I want it gone. Why do you think they didn't seek approval. Because they knew it would never be approved. I don't want to and shouldn't have to wait 12 months when I did nothing wrong We had all of our renovations approved and followed all suggestions including spending \$700 extra to plant extra trees under the assurance that that would do the trick. I feel I'm entitled to be re imbursed for this and the fence should be removed within 2 weeks This is my desired outcome. I would like my BC to stand up for me please. Regards Heather James

Sent from my iPhone
Heather James

To pbc@score.com.au

4th JUNE, 2024

HANDED INTO BODY CORPORATE
OFFICES

Re: Bamboo Screening 2024-2026.

We have been asked to submit our concerns and desired outcome to the meeting of the next PBC/EC meeting to be held on 13th June.

Our concerns:

1). The deck situated on 2024 was being built to a level which seriously impacted our privacy.

1) a. Supporting photos of the deck being built.

1) b. As 2024 were not complying with their approved plan which involved removing a staircase which brought the deck closer to our property. We brought this to the attention of the Body Corporate via a letter to Building Approvals Manager.

Attachment 1) b

1) c. This deck although received approval did not comply with By-Law 1.4 (d) which states that the owner is to provide an appropriate level of privacy to surrounding properties.

Attachment 1) c

In this letter we advised that we were forced to take action as 2024 did not provide any form of screening. We spent a considerable amount of money (\$9,000 +) to remedy our loss of privacy. This occurred at Christmas time 2023. We had a Christmas family party of 20 people attending a lunch at our outside dining area and pool which was overlooked by deck.

(Photos provided in 1) a)

2. After requests to remove the screen, we reached out to the Body Corporate and Body Approvals Manager visited our site in September, 2023.

A recommendation was received approving the screening for 6-12 months with a review to ensure that adequate screening had been achieved on both sides of the property.

2) c. See attached letter from Mr Dale St George.

It should be noted that whilst 2024 complained about the bamboo screening they did not attempt any screening on their side. This they could have done. This was their responsibility to comply with By-Law 1.4 (d).

3. At six months, 2024 requested the screens to be removed. This was approved and we received a request to remove the screens. No-one had visited our property so we requested a meeting at our property. Our trees had not matured sufficiently to screen. At this meeting attended by the Chief Architect and Body Corporate Approvals mgr the CA advised that he would recommend a further growing period for our trees to adequately screen. He also recommended that we purchase another screen to block an area which could not be planted as it was on a rock abutting the swimming Pool. This added to our previous costs! However we were prepared to do . This recommendation approved by CEO, Mr Dale St George.

3)a. See attached email from BSM approving this recommendation.

4. This approval was received by 2024. Their action was to place a deceptive post on Sanctuary Cove Locals which received attention from many contributors with one incendiary comment urging to "burn it"!

This post and the aftermath caused immense stress, particularly to Roger who is

approaching 89 years, is on constant oxygen, is extremely fragile and disabled.

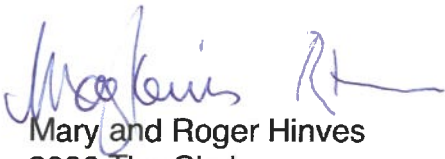
5. A bright spotlight from the garden of 2024 is directed at our main bedroom. 2024 is lit up with bright white lights. If our screening was to be removed this would impinge on our property.

5)a. Attachment photo of spotlight directed at our bedroom and vision of strong lights in garden of 2024. Also lights up along side boundary.

Our Desired Outcome:

1. Ensure ongoing privacy and quality of life by allowing our trees to grow until they adequately screen the deck.

2. That owners of 2024 immediately halt their bullying tactics of shining bright lights at our property, and dim their bright white garden lights. Desist from frivolous complaint i.e the A complaint to Security re our friends boat moored at our jetty for the duration of the Boat Show, which prompted a visit from a member of the Security Team.



Mary and Roger Hinves
2026 The Circle,
Sanctuary Cove Qld 4214.
Tel : [REDACTED]

Roger and Mary Hinves
2026 The Circle
Sanctuary Cove, Qld, 4212

ATTACHMENT
1) a

Belinda Laurie
Building Approvals Manager
Sanctuary Cove Community
Services Limited
1 Masthead Way,
Sanctuary Cove QLD 4121
Dear Belinda

Thank you for your time discussing the screening of Northern side between our property 2026 and 2024.

I refer to our previous correspondence on 9th January to the Body Corporate detailing a deviation from approved plans of the deck that's been constructed in 2024 which impacted on our privacy. (We have photos of tradesmen standing on deck which abuts our pool)

This was exacerbated by a Body Corporate decision which allowed the deck to be built closer to us that was originally approved. This was extremely disappointing as we had gone to serious costs to alleviate the lack of privacy whereas our neighbour had no interest in aiding a solution to this problem. We on the other hand did the following:

- a) Placed 2 white powder coated open work screens to protect our privacy whilst in the pool.
- b) Purchased and planted 4 x 178cm trees along the line between our properties. Note: these trees were far short of the base of their patio.
- c) Bought 2 large ceramic pots and planted mature bougainvillea to assist in the screening of the pool.

These items cost in excess of \$9,000.

As there was still a gap in our privacy, we solved this issue by installing the screens you have requested we remove. These screens have somewhat given privacy however when people are standing on the deck, they can still peer into our garden which happened last time they were entertaining. We are anticipating in the long-term that the trees will provide the required privacy once they have matured.

On a personal front my husband is approaching 88 years in July and has significant medical problems. He sits in the garden every day. He is immobile and on continuous oxygen. The disturbance and stress which this invasion of his privacy is having a big impact on his quality of life.

The attitude of our neighbour is reflected in their comment to me - "It is our house, and we can do with it what we want" is very upsetting for husband including affecting his inability to sleep.

I have several photos taken at various stages which clearly demonstrate their inaction in resolving an extreme lack of privacy. We provided all of the solutions albeit expensive. Their screening which again does not comply with the plan is to put in small plants which will take years to mature! We ask for a re-evaluation regarding adequate privacy screening and await a meeting to demonstrate what we have experienced for months or and if necessary, a meeting at your office with all of the photos.

ATTACHMENT
Da + Dc

I refer the by-law 1.4(d) which states –

(d) to provide the appropriate level of privacy for the surrounding Lots through considered placement of windows, doors, decks, screens, fences, plantings and screens.

Given the privacy issues we are experiencing, can you confirm whether any condition was applied to the approval of 2024's deck, or any subsequent instruction since that approval, that conforms to the requirements of by-law 1.4(d).

Roger & Mary Hinves

2026 The Circle Sanctuary Cove Hope Island QLD 4212
Australia

Phone +



16 April
11:25 AM

Edit



ATTACHMENT

1 a)

1/4



11:43

5G



16 April
11:25 AM

Edit



2

ATTACHMENT

1 a)

2/4





3

ATTACHMENT

1 a) 3/4



4



16 April
11:26 AM

Edit



ATTACHMENT

1 a)

4/1



ATTACHMENT

Db

Sanctuary Cove Community Services Limited
Sanctuary Cove

9 January 2023

We have looked over the approved plans Body Corporate provided to us for the construction work being done on our neighbour's property at 2024 The Circle.

We are very concerned about the lack of privacy into our property that has resulted from the construction of the deck at the rear of the property.

From what we can make out from the approved drawings, the deck has not been constructed in accordance with the approved plans.

Refer to the markups we have done on the two copies of the approved plans.

The access stair at the corner of the deck has been deleted and the corner of the deck relocated closer to our property.

The distance from the side of the deck to our side boundary also appears to be closer than the 1.5 metre distance shown on the approved plan.

We request an inspection of the construction work to verify the above and advise on what course of action is proposed.

Regards

Mary and Roger Hives
2026 The Circle

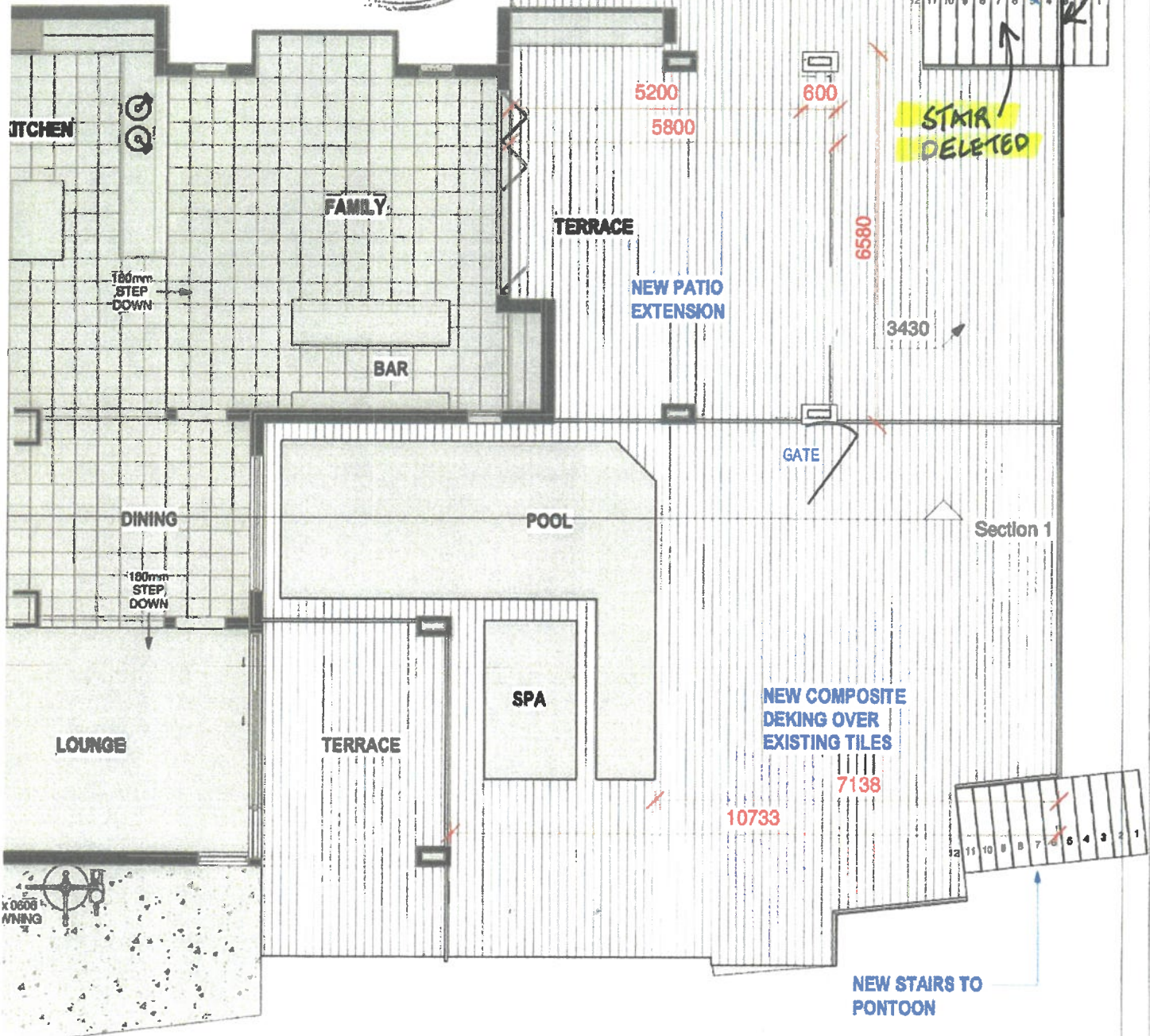
ATTACHMENT 1/5

| Bedroom | Area | Perimeter |
|---------|-----------------------|-----------|
| | 11.52 m ² | 14.06 m |
| | 9.27 m ² | 15.56 m |
| | 382.48 m ² | |



BOUNDARY

LESS THAN 1.5M?



PRELIMINARY ONLY

Proposed Additions & Alterations

Mr & Mrs JAMES

2024 The Circle
Hope Island, Qld 4212

DRAWN: JDM
 DWG No: 400 ISSUE: E
 DATE: 11.4.22
 JOB No:
 SCALE: 1:100

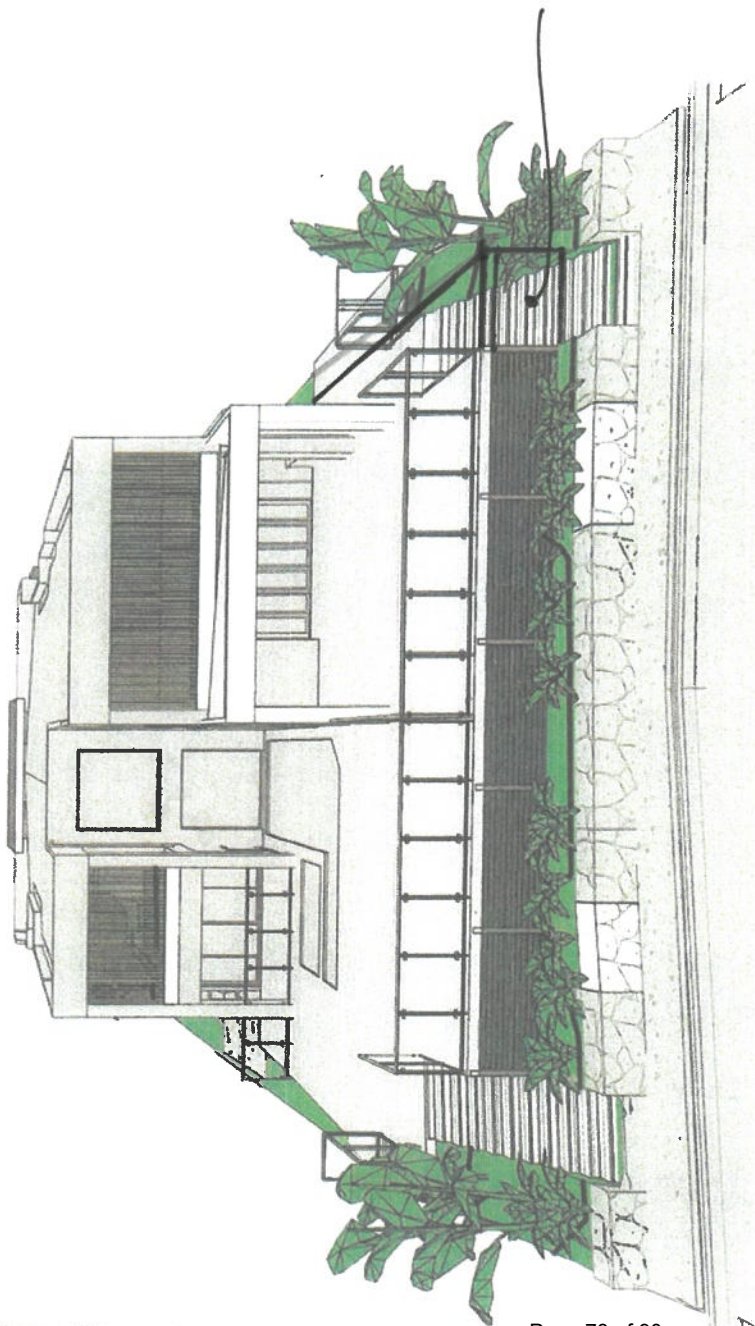
A3



BLUEWATER BUILDING DESIGNS
 QBSSA LIC. 1212800
 ABRN: 25 367 268 616
 PHONE: 0410 648 059
 EMAIL: jamie@bluewaterbuildingdesigns.com.au





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DECK EXTENDED
& STAIR DELETED.

PRELIMINARY ONLY

| | | | | | | | | | | | |
|---|--|-------------|--|----------|--|--|--|---|--|-------------|--|
| PROJECT: Proposed Additions & Alterations | | DRAWN: JDM | | A3 | |  maGreenSmart PROFESSIONAL | |  BLUEWATER BUILDING DESIGNS | | COPYRIGHT © | |
| CLIENT: Mr & Mrs JAMES | | DWG No: 003 | | ISSUE: E | | QBSA LIC. 1212800 ABRN: 25 397 288 616 PHONE: 0410 048 059 EMAIL: james@bluewaterbuildingdesigns.com.au | | | | | |
| DATE: 11.4.22 | | JOB No: | | SCALE: | | | | | | | |
| ADDRESS: 2024 The Circle Hope Island, Qld 4212 | | | | | | | | | | | |

ATTACHMENT 1) b

Mary and Roger Hives
2026 The Circle
Sanctuary Cove

13 January 2023

Sanctuary Cove Community Services Limited
c/- Mr Dale StGeorge
Chief Executive Officer
Sanctuary Cove Body Cody Corporate Services
Masthead Way
Sanctuary Cove

Subject Construction works – 2024 The Circle

We obtained a copy of the SCCSL approval for the construction work currently in progress by our neighbour at 2024 The Circle.

Following our advice to SCCSL of construction work that appeared not to be in accordance with the approval issued by your office, we have been advised by Belinda Laurie, on behalf of SCCSL, that this work is to be allowed to continue through to completion before any action is taken.

If our allegation of non-compliance is correct, this SCCSL response provides the party in breach of its approval evidence of SCCSL's tacit approval of the breach if questioned at completion because SCCSL failed to act when it became aware of the breach during the course of the construction.

SCCSL's non-action on a known non-compliance during construction also assists an offending party in seeking and obtaining forgiveness rather than being required to comply, once a project fully is completed.

We again request our concern for non-compliance with a SCCSL building approval be investigated and action taken now, if a breach has occurred.

Yours Faithfully
Mary and Roger Hives

(sent by email to dale.stgeorge@scove.com.au)

ATTACHMENT 2)c

28 September 2023

Mr R & Mrs M Hinves
2026 The Circle
SANCTUARY COVE QLD 4212
Transmission via email & post: [REDACTED]

Dear Roger and Mary,

UNAPPROVED SCREENING
PROPERTY: 2026 THE CIRCLE, LOT 54 SCHOTIA ISLAND GTP 107106

We refer to the meeting with our Building Approvals Manager held Friday, 22 September 2023. We are writing to address the bamboo screening that has been placed on the boundary fence at the above property. Whilst we appreciate that the screening has been installed to maintain privacy from the neighbouring property, it unfortunately does not comply with the parameters listed in the Development Control By-Laws.

It is with this in mind that we would like to propose a solution where we permit the bamboo screening to remain for a maximum of 6 - 12 months from the date of this letter to allow the existing landscaping on each side of the side boundary fence to mature. After this time, our office will undertake a further assessment to ascertain whether a natural screening has been achieved and determine the optimal course of action moving forward.

Thank you for your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact me at (07) 5500 3316 or via email at buildingapprovals@scove.com.au.

For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202



Dale St George
Secretary
Sanctuary Cove Body Corporate Services Pty Ltd

ATTACHMENT 3)a



Roger Hives <rmhives@gmail.com>

Neighbour post on SC locals

Building Approvals <buildingapprovals@scove.com.au>
To: Roger Hives <rmhives@gmail.com>

Fri, 17 May at 9:38 AM

Good Morning Mary,

Thank you for your email, confirming receipt.

At this stage, I can confirm that the following recommendation made by Michael has been accepted by the CEO:

The screening remain until the end of the year to allow the existing magnolia trees to mature and then after this point, the bamboo screening be removed and the panel circled in red be replaced with the existing white screening to the left (per the attached image).

In relation to the next steps, we are awaiting feedback from Wayne Bastion in relation to his investigations as you have listed in your email below. Once we have any further information, we will be in touch.

As I will be on Maternity Leave as of Tuesday, 22 May 2024, please kindly send any future emails to buildingapprovals@scove.com.au for a response.

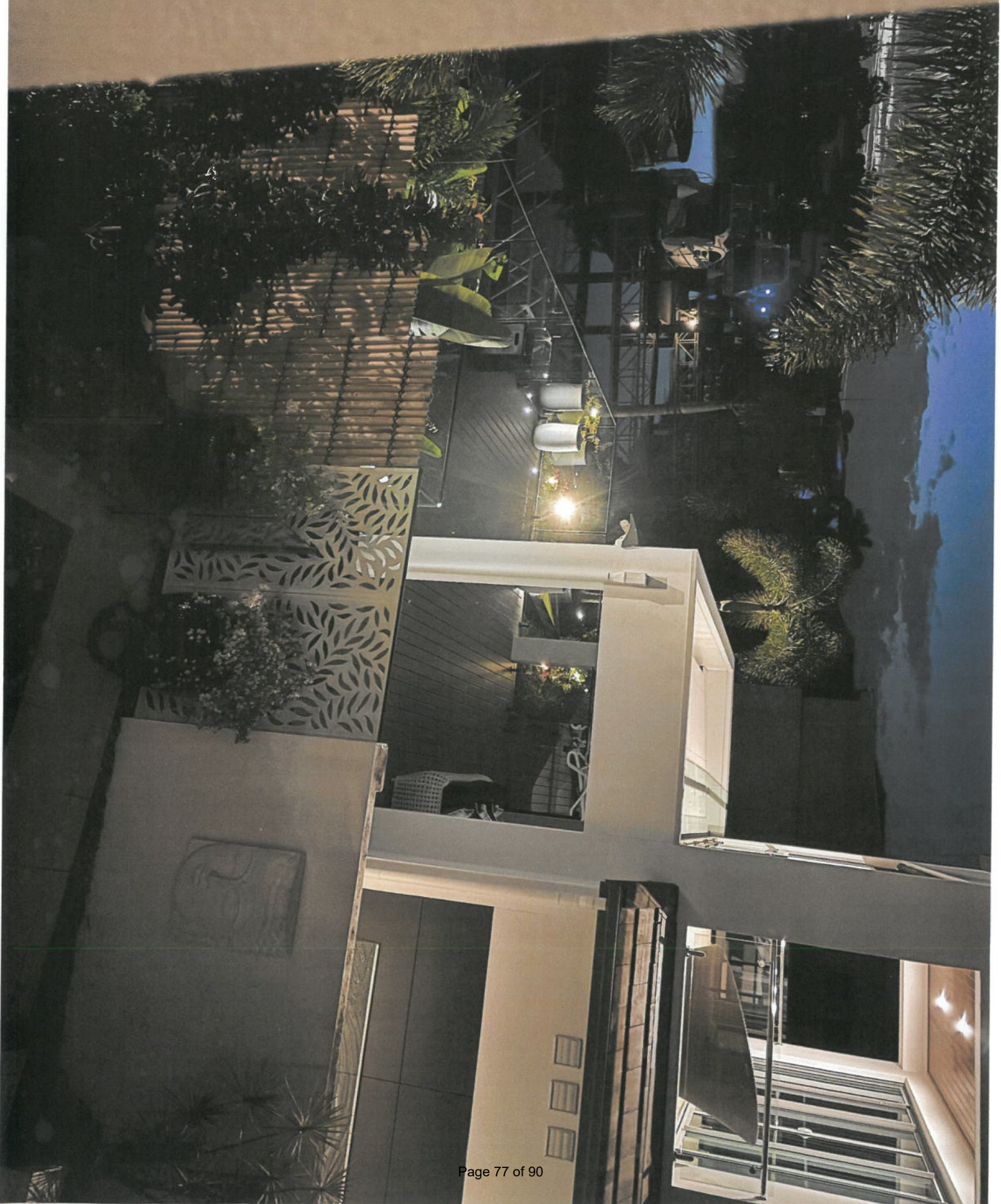
Thank you for your kind words, we're so very excited to meet our little boy and have another addition to our family.

Should you have any further queries, please feel free to contact our office.

[Quoted text hidden]

2026 The Circle - 08.05.24.jpg

Attachment
5) a



REPORTS FOR INFORMATION

OPERATIONS REPORT – MAY 2024

Key Performance Indicators

| | | |
|---------------------|-----------------|------------------------|
| Positive / Actioned | Watch / Ongoing | Negative / Not Started |
|---------------------|-----------------|------------------------|

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 | 2,846,461 | 2,844,461 | 2,012,525 | 2,012,521 | 6,126,048 | 6,126,048 |
| Other services & interest | 63,920 | 51,130 | 52,859 | 14,875 | 200,865 | 112,429 |
| Total Income | 2,910,382 | 2,895,591 | 2,065,384 | 2,027,396 | 6,326,913 | 6,238,477 |
| Expenditure | | | | | | |
| Employee expenses | 1,827,940 | 1,883,417 | 1,391,066 | 1,293,329 | 5,509,451 | 5,433,438 |
| Other | 368,071 | 415,910 | 282,500 | 257,784 | 886,935 | 805,039 |
| Total Expenses | 2,196,012 | 2,299,327 | 1,673,567 | 1,551,113 | 6,396,386 | 6,238,478 |
| Net operating Saving / (Cost) | 714,370 | 596,264 | 391,817 | 476,283 | (69,473) | - |
| YTD +/- movement compared to budget | | 118,106 | | (84,466) | | (69,472) |

- Security YTD is tracking well above budget.
- Community Services YTD is \$84.5k (17.7%) unfavourable to budget at 31 May 2024. Full year combined forecast projected result deficit at \$69.

Principal Body Corporate (Expense Variances) as of April 2024

| Principal Body Corporate (YTD Expenditure Variances) | FY2024 Actual | FY2024 Budget | Variance \$ | Variance % | Note |
|--|---------------|---------------|-------------|------------|------|
| Admin - bank charges | 3,059 | 5,841 | 2,782 | 47.6% | |
| Admin - software licence costs | 30,473 | 19,246 | (11,227) | (58.3)% | 1 |
| Admin - meetings | 478 | 420 | (58) | (13.7)% | 2 |
| Admin - IT Monthly Maintenance | 16,967 | 18,859 | 1,892 | 10.0% | |
| Admin - postage | 23,149 | 21,380 | (1,769) | (8.3)% | 3 |
| Admin - print/copy costs | 4,397 | 7,000 | 2,603 | 37.2% | |
| PTBC Levy - Administration Fund | 466,500 | 466,500 | - | - | |
| PTBC Levy - Sinking Fund | 335,700 | 335,700 | - | - | |
| Management Fees | 1,009,685 | 1,009,685 | - | - | |
| Security services | 2,654,460 | 2,654,460 | - | - | |
| Admin - Filing Fee | (655) | 583 | 1,239 | 212.3% | |



| | | | | | |
|-------------------------------------|------------------|------------------|-----------------|---------------|----|
| Network Manager Service Fees | 259,785 | 209,124 | (50,661) | (24.2)% | 4 |
| Consultants | 7,081 | 17,500 | 10,420 | 59.5% | |
| Legal Services | 32,293 | 87,500 | 55,207 | 63.1% | |
| Cleaning | 9,821 | 11,667 | 1,846 | 15.8% | |
| Electrical - contract | 64,803 | 73,438 | 8,635 | 11.8% | |
| Electrical - Materials/Machinery | 23,742 | 23,333 | (409) | (1.8)% | 5 |
| Gross Pollutant Trap - Mtce | 12,069 | 18,728 | 6,660 | 35.6% | |
| Grounds & Garden - contract | 491,039 | 543,135 | 52,096 | 9.6% | |
| Grounds & Garden - other | 36,531 | 29,167 | (7,365) | (25.2)% | 6 |
| Grounds & Garden - mulching | 23,375 | 14,583 | (8,792) | (60.3)% | 7 |
| Grounds & Garden - tree management | 86,176 | 14,583 | (71,593) | (490.9)% | 8 |
| Hire/Rental- Facilities Compound | 40,833 | 55,417 | 14,583 | 26.3% | |
| Insurance - Brokerage | 6,934 | 7,415 | 482 | 6.5% | |
| Insurance Excess | 18,160 | 5,000 | (13,160) | (263.2)% | 9 |
| Insurance Premiums | 102,484 | 117,713 | 15,229 | 12.9% | |
| Irrigation - contract | 50,727 | 65,493 | 14,766 | 22.5% | |
| Irrigation - materials/machinery | 14,944 | 21,875 | 6,931 | 31.7% | |
| Irrigation - Golf Lakes Maintenance | 32,754 | 5,833 | (26,921) | (461.5)% | 10 |
| Irrigation - A class water usage | 20,079 | 80,483 | 60,404 | 75.1% | |
| Pest control | 660 | 6,224 | 5,564 | 89.4% | |
| Plumbing - contract | 69,341 | 80,169 | 10,828 | 13.5% | |
| Plumbing - materials/machinery | 81,307 | 72,917 | (8,391) | (11.5)% | 11 |
| Motor Vehicle / Buggy Expenses | 3,106 | 8,750 | 5,644 | 64.5% | |
| Repairs & Maintenance | 10,638 | 20,417 | 9,779 | 47.9% | |
| R&M - Harbour | 6,800 | 11,667 | 4,867 | 41.7% | |
| R&M - CCTV | 387 | 2,917 | 2,530 | 86.7% | |
| Roads | 28,381 | 26,250 | (2,131) | (8.1)% | 12 |
| Road Sanding | - | 30,000 | 30,000 | 100.0% | |
| Road sweeping | 41,330 | 38,386 | (2,944) | (7.7)% | 13 |
| Signage | 2,520 | 2,333 | (187) | (8.0)% | 14 |
| Waste Removal - contract | 485,013 | 500,312 | 15,299 | 3.1% | |
| Waste Removal - other | 5,683 | 17,500 | 11,817 | 67.5% | |
| Land Holding - rates | 7,443 | 7,251 | (192) | (2.6)% | 15 |
| Utilities - electricity/gas | 92,482 | 88,756 | (3,727) | (4.2)% | 16 |
| Water Charges | 256,180 | 63,750 | (192,430) | (301.9)% | 17 |
| Water Billing | 6,719 | 6,545 | (174) | (2.7)% | 18 |
| Water Meter Reads | 7,213 | 10,000 | 2,787 | 27.9% | |
| Total Expenditure | 6,983,046 | 6,935,803 | (47,243) | (0.7)% | |

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: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance
6. Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month
7. Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, Edgecliff Pruning and palm 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: Multiple water leaks requiring repair and vacuum trucks – timing variance
11. Roads: Muirfield PI footpath and road, Cypress Point Road and Schotia Island Bridge 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.

Primary Thoroughfare Body Corporate (Expense Variances)

| Primary Thoroughfare Body Corporate (YTD Major Expenditure Variances) | FY2024 Actual | FZ2024 Budget | Variance \$ | Variance % | Notes |
|---|---------------|---------------|-------------|------------|-------|
| Accounting - audit | 59 | 1,676 | 1,617 | 96.5% | |
| Admin - bank charges | 88 | 122 | 34 | 28.1% | |
| Admin - software licence costs | 13,432 | 6,812 | (6,619) | (97.2)% | 1 |
| Admin - meetings | 262 | 213 | (49) | (23.0)% | 2 |
| Admin - IT Monthly Maintenance | 6,189 | 6,417 | 228 | 3.6% | |



COMMUNITY SERVICES

Sanctuary Cove

| | | | | | |
|------------------------------------|---------|---------|----------|----------|----|
| Admin - postage | 84 | 140 | 56 | 40.1% | |
| Admin - print/copy costs | 841 | 700 | (141) | (20.2)% | 3 |
| Management Fees | 306,460 | 306,460 | - | 0.0% | |
| Security services | 59,741 | 59,741 | - | 0.0% | |
| Admin - Filing Fee | 96 | - | (96) | | 4 |
| Consultants | - | 5,833 | 5,833 | 100.0% | |
| Legal Services | - | 5,833 | 5,833 | 100.0% | |
| Cleaning | 3,000 | - | (3,000) | | 5 |
| Debt Collection Fees | - | 292 | 292 | 100.0% | |
| Electrical - contract | 16,721 | 15,777 | (944) | (6.0)% | 6 |
| Electrical - Materials/Machinery | 12,104 | 9,450 | (2,654) | (28.1)% | 7 |
| Fire Protection - audit/inspect | 3,183 | 2,233 | (950) | (42.5)% | 8 |
| Fire Protection - R&M | 1,593 | - | (1,593) | | 9 |
| Gross Pollutant Trap- mtce | 1,169 | 786 | (383) | (48.7)% | 10 |
| Grounds & Garden - contract | 113,005 | 108,235 | (4,770) | (4.4)% | 11 |
| Grounds & Garden - other | 32,357 | 26,250 | (6,107) | (23.3)% | 12 |
| Grounds & Garden - mulching | 15,033 | 23,333 | 8,301 | 35.6% | |
| Grounds & Garden - tree management | 40,412 | 17,500 | (22,912) | (130.9)% | 13 |
| Insurance - Brokerage | 687 | 2,243 | 1,556 | 69.4% | |
| Insurance Excess | 1,840 | - | (1,840) | | 14 |
| Insurance Premiums | 48,078 | 86,187 | 38,109 | 44.2% | |
| Irrigation - contract | 21,567 | 28,520 | 6,953 | 24.4% | |
| Irrigation - materials/machinery | 2,701 | 11,667 | 8,966 | 76.9% | |
| Irrigation - Golf Lakes Mtce | 38,471 | 18,200 | (20,271) | (111.4)% | 15 |
| Irrigation - A class water | 6,693 | 26,828 | 20,135 | 75.1% | |
| Pest Control | 1,940 | 1,283 | (657) | (51.2)% | 16 |
| Plumbing - contract | 8,551 | 7,660 | (890) | (11.6)% | 17 |
| Plumbing - materials/machinery | 6,930 | 9,333 | 2,403 | 25.7% | |
| Mtce - animal management | 93,410 | 58,333 | (35,077) | (60.1)% | 18 |
| Repairs & Maintenance | 8,144 | 8,750 | 606 | 6.9% | |
| Repairs & Mtce - air conditioning | 2,060 | 3,208 | 1,148 | 35.8% | |
| Repairs & Mtce - electrical | 4,086 | 2,917 | (1,169) | (40.1)% | 19 |
| Repairs & Mtce - fences | - | 4,083 | 4,083 | 100.0% | |
| Repairs & Mtce - gates | 31,379 | 26,250 | (5,129) | (19.5)% | 20 |
| Repairs & Mtce - CCTV | - | 2,917 | 2,917 | 100.0% | |
| Roads | 6,920 | 17,500 | 10,580 | 60.5% | |
| Road Sanding | 19,765 | 21,218 | 1,453 | 6.8% | |
| Road sweeping | 13,832 | 12,423 | (1,409) | (11.3)% | 21 |



| | | | | | |
|-----------------------------|------------------|------------------|-----------------|---------------|----|
| Signage | 318 | 1,750 | 1,432 | 81.9% | |
| Waste Removal - other | 696 | 2,000 | 1,304 | 65.2% | |
| Land Holding - land tax | 12,032 | - | (12,032) | | 22 |
| Land Holding - rates | 3,560 | 3,610 | 49 | 1.4% | |
| Utilities - electricity/gas | 67,035 | 52,060 | (14,974) | (28.8)% | 23 |
| Utilities - water | 79,510 | - | (79,510) | | 24 |
| Water Meter Reads | - | 51 | 51 | 100.0% | |
| Total Expenditure | 1,106,031 | 1,006,795 | (99,236) | (9.9)% | |

Notes:

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$7,118, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – meetings – Annual fee recognised in January – timing variance.
3. Admin – print/copy costs – Printing costs incurred – timing variance.
4. Admin – filing fee – Titles search – no change from prior month.
5. Cleaning – Contractor’s compound cleaning fees unbudgeted due to completion of the compound in late 2023.
6. Electrical contract – minor variance billing cycles are fortnightly, and additional work due to storms.
7. Electrical – Materials/Machinery – Purchase of materials for the Address works, Parkway entry and street lighting, thermographic inspection, Calibration/Testing equipment
8. Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound, fire equipment servicing at facilities compound.
9. Fire Protection – R&M – Smoke alarm service and replacement, replace emergency lights at Security Roundhouse
10. Gross Pollutant Trap – mtce – Maintenance works – timing variance
11. Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
12. Grounds & Garden – Other – Slashing, Address Gates, Entry mound turf
13. Grounds & Garden Tree management – Palm cleaning, Village to Security, Washingtonia bridge entrance and other locations (Buddeh St, and Entry Blvd) Royal Palms and Buddeh St pruning, Storm damage costs.
14. Insurance Excess – Christmas Day storm claim excess.
15. Irrigation Golf Lakes Maintenance – Bathymetric Survey costs, Water management plan offset by savings in Irrigation-A class water, Bathymetric Survey costs.
16. Pest Control – Termite bait – Sickle Bridge
17. Plumbing Contract – minor variance billing cycles are fortnightly, with 3 fortnights in January.



18. Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
19. R&M electrical – Load testing performed in January, and generator service.
20. R&M gates – Maintenance/Cleaning of Main, North and Vardon Lane gates, Address Gate damage repairs
21. Road Sweeping: Contract price effective from November was higher than the projected budget.
22. Land Holding – Land tax – annual fee budgeted in October, recognised monthly.
23. Utilities – electricity/gas: Large volume 3 year fixed pricing agreement ended, the accumulated year on year increases and present market conditions resulted in a significant increase against budgeted expenditure.
24. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads.

Aged Debtors (excluding intercompany balances)

| Company | Total | Current | 30 days | Over 30 days |
|--|-------|---------|---------|--------------|
| Sanctuary Cove Community Services Ltd | 45.4k | 45.4k | 0 | 0 |
| Sanctuary Cove Security Services Pty Ltd | 20.1k | 6.8k | 13.3k | 0 |

Staff Numbers

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

- Staff turnover YTD (16.56%) – Majority Security turnover.

Cash Positions

| 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% | 26,445 |
| PBC – Sinking Fund (at call) | BOQ | 966 | | - |
| PBC – Sinking Fund Term Deposit | Macquarie | 500,000 | 4.70% | 13,514 |



| | | | | |
|----------------------------------|-----------|-----------|-------|--------|
| PBC – Sinking Fund Term Deposit | Macquarie | 1,000,000 | 4.70% | 27,048 |
| PBC – Sinking Fund Term Deposit | Macquarie | 250,000 | 2.90% | 7,229 |
| PBC – Sinking Fund Term Deposit | Macquarie | 500,000 | 4.70% | 13,514 |
| PBC – Sinking Fund Term Deposit | Macquarie | 500,000 | 4.70% | 11,076 |
| PBC – Sinking Fund Term Deposit | Macquarie | 500,000 | 2.90% | 10,313 |
| PBC – Sinking Fund Term Deposit | BOQ | 3,500,000 | 4.80% | 96,191 |
| | | | | |
| PTBC – Administration Fund | BOQ | 7,188 | | - |
| PTBC – Sinking Fund (at call) | Macquarie | 1,283,909 | 2.90% | 24,583 |
| PTBC – Sinking Fund (at call) | BOQ | 1,007 | | - |
| PTBC – Sinking Fund Term Deposit | BOQ | 500,000 | 4.70% | 13,548 |
| | | | | |
| SCCSL | Macquarie | 708,104 | 2.90% | 7,896 |
| SCCSL | Macquarie | 10,051 | | |
| SCCSL | Macquarie | 483,500 | | |
| SCCSL | CBA | 5 | | |
| | | | | |
| Security | Macquarie | 1,119,275 | 2.90% | 11,203 |
| Security | Macquarie | 200,000 | 4.70% | 6,732 |
| Security | CBA | - | | |
| Security | CBA | 2,772 | | |
| | | | | |

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

Finance Team Activities

- Periodic review of current finance policies and associated procedures and controls. Ongoing
- Company auditor review and appointment for FY2023-24 Financial Statement audit complete.
- Preparation of Interim Audit information for PBC, PTBC and RBCs which have requested audits to be performed.
- StrataMax Invoice Hub to be reviewed and considered for streamlining invoice approvals. Ongoing

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.
- A new time and attendance and payroll application will be implemented with a target Go Live date of 1 November 2025. The team will work from mid-June 2024 to kick off the project.



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 | 424 | 1229 | 355 | 2008 | 99 | 157 | 718 | 1315 | 194 |
| YTD 2023 | 268 | 924 | 334 | 1526 | 97 | 110 | 989 | 867 | 101 |

Valet Services (May 2024 – YTD 2024)

| | May 2024 | | May 2023 | | Year to Date 2024 | |
|----------------------|-----------|-------------------|-----------|-------------------|-------------------|--------------------|
| | Number | \$ Charge | Number | \$ Charge | Number | \$ Charge |
| Key Pick-Up | 20 | \$160.00 | 19 | \$152.00 | 89 | \$712.00 |
| Long Term Rental | 6 | \$1,000.00 | 7 | \$900.00 | 41 | \$5,750.00 |
| Short Term Rental | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Access Re arm | 7 | \$308.00 | 5 | \$190.00 | 35 | \$1,393.00 |
| Other | 2 | \$76.00 | 2 | \$76.00 | 22 | \$920.00 |
| Rental Breaches | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Commercial Call Outs | 7 | \$1,925.00 | 10 | \$2,750.00 | 24 | \$6,600.00 |
| Total | 42 | \$3,469.00 | 43 | \$4,068.00 | 211 | \$15,375.00 |

Key Performance Indicators based on approved Operating Plan 2023/2024

| | |
|--|--|
| <p>Specific Monthly KPO's:</p> <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. | <p>Stage 2 CCTV – final report received C-Cure Systems. Estimates submitted for Budget</p> <p>In progress</p> <p>Items Actioned – refer to statistics.</p> |
|--|--|



- Attend 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 liaise 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 a monthly statistic 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 statistic 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.
- Measure Valet Services and provide monthly statistic 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.
- Attend and contribute to senior management meetings and planning.

Residential Zone Activity By-Laws – Issue of Vehicle Parking Reminder Notices

In May there were 308 Parking Infringement "Reminder Notices" issued, compared to 159 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 | 88 | 26 | Adelia | 4 | 3 |
| Zieria | 36 | 11 | Admin | 4 | 2 |
| Plumeria | 34 | 15 | Felicia | 4 | 2 |
| Tristania | 28 | 13 | Fuschia | 4 | 0 |
| Alpinia | 24 | 13 | Colvillia | 3 | 3 |
| Washingtonia | 18 | 11 | Banksia Lakes | 2 | 1 |
| Caladenia | 9 | 6 | Corymbia | 2 | 2 |
| Molinia | 9 | 6 | Acacia | 1 | 2 |
| Roystonia | 9 | 2 | Bauhinia | 1 | 2 |
| Schotia Island | 8 | 20 | Cassia | 1 | 3 |
| Araucaria | 7 | 2 | | | |
| Darwinia | 6 | 7 | | | |
| Harpullia | 6 | 7 | | | |
| | 282 | 139 | | 26 | 20 |

Speed Sign/Camera

In May, a total of 24 instances of speeding were detected and Speeding Notices are being prepared for vehicles that can be identified.

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 | 223,281 | 53,988 | 9,480 | 1,744 | 259 | 67 | 288,819 |
| Total | 858,644 | 192,560 | 36,381 | 6,723 | 1135 | 273 | 1,095,716 |
| % Current YTD | 77.31% | 18.69% | 3.28% | 0.60% | 0.09% | 0.03% | 100.0% |
| 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 |
| May 2024 | 35,343 | 7,426 | 1,329 | 218 | 32 | 11 | 44,359 |
| % Current MM | 77.67% | 16.75% | 2.99% | 0.49% | 0.07% | 0.03% | 100.0% |

Highest Speed

| Location | Speed km/h | Date | Time |
|------------------|------------|----------|----------|
| 1019 Edgecliff | 64 | 3.05.24 | 1330 hrs |
| 2204 The Parkway | 84 | 12.05.24 | 2030 hrs |

Operational

Security attended to 42 incidents for the month - 27 General and 15 Medical.

Twenty-seven (27) General Incidents:

- a) Twelve (12) were Person related including:
 - 1. 6 were for disorderly and intoxicated guests at the Hotel
 - 2. 2 were for Domestic disputes.
 - 3. 2 were for Trespass including a drunk male who was escorted out of the res area and a man who knocked on the door twice after getting the wrong house number
 - 4. A Mulpha staff member abused over a parking notice issued in the Village
 - 5. A postal delivery contractor bitten by a resident's dog

- b) Ten (10) were Vehicle related including:
 - 1. 3 for Damage to a res gate or boom
 - 2. 1 for vehicle damage at a gate
 - 3. 2 for vehicle accidents including a near miss and a tree knocked over on the Boulevard
 - 4. 2 for U/L taking of buggies which were both recovered undamaged
 - 5. A civil dispute over a Sea Pen at a recently sold home
 - 6. A jetty from Cypress Pt that drifted in Harbour 2

- c) Five (5) were Property related including:
 - 1. 3 for fire and PIR alarms in the Village
 - 2. A gas leak from a burst main
 - 3. A concrete spill onto the roadway

There were fifteen (15) Medical incidents with 12 of them involving residents. Out of these incidents, 14 patients required transportation to the hospital by QAS for further treatment.

67 Complaints were received:

| | May 2024 | Apr 2024 | Mar 2024 | Feb 2024 |
|---------------------|-----------|-----------|-----------|-----------|
| Residents | 38 | 33 | 28 | 27 |
| Subject not located | 9 | 10 | 12 | 9 |
| Rentals | 4 | 14 | 9 | 5 |
| PBC/Village/Hotel | 6 | 10 | 6 | 10 |
| TOTAL | 57 | 67 | 51 | 37 |

Marine Patrols

There were 590 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 15 dayshifts and 14 nightshifts.
- b) Eden was deployed on 11 dayshifts and 10 night shifts.

| May 2024 | Haven | Eden | Totals |
|----------------------|------------|------------|------------|
| Zone1/Harbour 1 | 123 | 54 | 177 |
| Zone 2/Harbour 2 | 70 | 54 | 124 |
| Zone 3/Harbour 3 | 60 | 51 | 111 |
| Zone 4/Harbour 4 | 41 | 54 | 95 |
| Zone 5/Roystonia | 53 | 30 | 83 |
| Total Patrols | 347 | 243 | 590 |
| Day Patrols | 15 | 11 | 26 |
| Night Patrols | 14 | 10 | 24 |

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

There were 7 incidents of unauthorised access in Private Harbours, lakes and Marina Piers:

- a) They were all fishing related, 6 moved on without further incident and 1 group left prior to Security arriving.

Visitor Management System and License Plate Recognition

| | 02.05.24 | 05.06.24 |
|-----------------------------------|---------------|---------------|
| Residents registered with LPR | 1,179 | 1,128 |
| Total not registered with LPR | 247 | 298 |
| Total Lots | 1,426 | 1,426 |
| | | |
| Resident vehicles/buggies LPR | 5,651 | 5,694 |
| Permanent visitor vehicles LPR | 4,496 | 4,560 |
| Total Vehicles | 10,147 | 10,254 |
| | | |
| Residents registered VMS Portal | 443 | 443 |
| Res/Builder/multi user same house | 145 | 147 |
| Number of VMS entries | 2,794 | 2,807 |



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

LPR (License Plate Recognition) Registration by Residents: Decreased by 51 to 1128 or 79% of resident homes.

VMS (Visitor Management System) Portal Registration: Remains unchanged for the month at 443.

Active Users on VMS Portal: 147 residents and builders are actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 13 to 2807.

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 sporadic across all gates with Pines Gate registering the highest number of 7. They were corrected after referral to our provider and database adjustments.

Workplace Health and Safety

The next meeting is scheduled 11 June 2024.

Scheduled Works

Following receipt of the final report for Stage 2 CCTV, project manager C-Cure Systems is being asked to quote for Stage 3 CCTV that will review equipment, placement and data management of Stages 1 and 2 and collaborate with Security on additional locations or areas of risk.

Staff

There are 2 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 and there is no change to his status. The second person who is recovering from a neck injury in the office and is back up to 10.5 and 11.5 hour shifts to the end of June.

Three new Security Officers commence their Induction Training 10 June 2024.



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 weekly, with reports forwarded to PBC EC for further action on matters with three or more breaches. In May 2024, twenty-four breach letters were dispatched.
3. Website Formulation – Public landing page has been finalized and is now live.
4. Policy and Procedure review: Continues to be underway.
5. StrataVote Implementation: implemented and currently being used in EGMs and PBC.
6. June EGMs have commenced, 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 |
| | N/A |

| | |
|-------------|------------------------------|
| Date | PTBC Emergency Repair |
| | N/A |

Contracts Subcommittee

10 May 2024

- Tender Documetation Review
- Class A Water Scope and Defect Review

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 | |



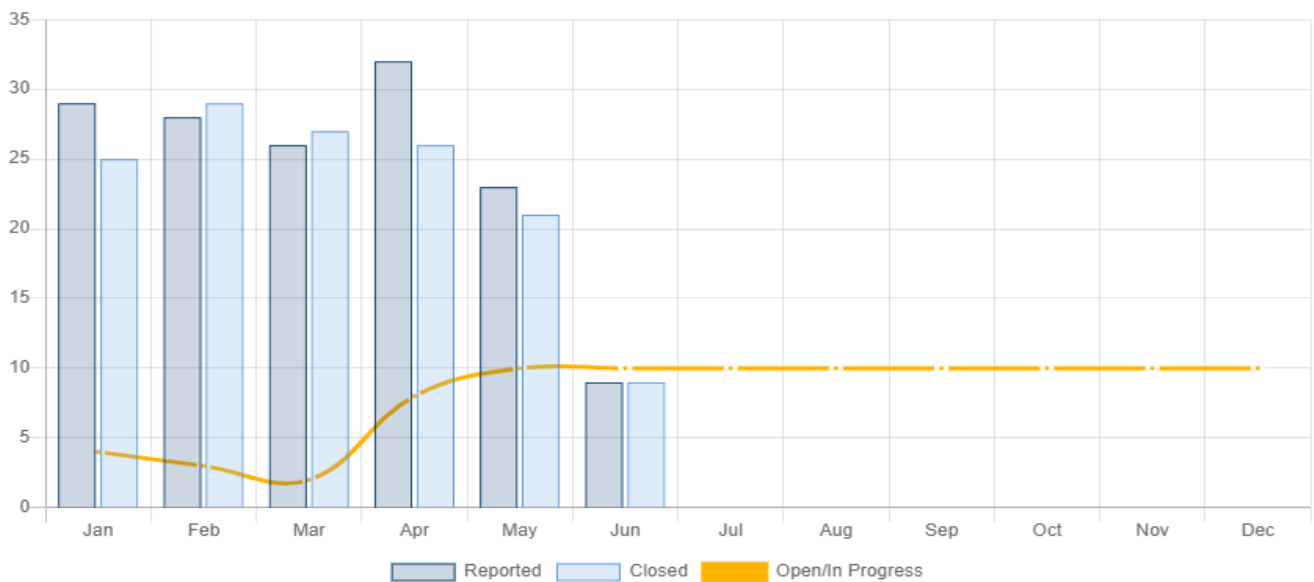
Contractor Six (6) Monthly Review

| 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.

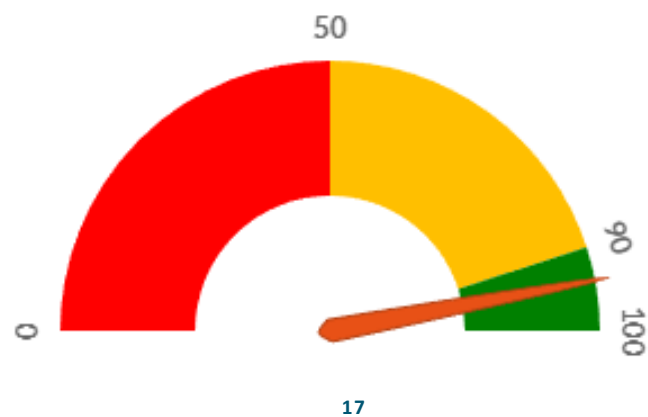
Hazard Identification/Reporting

Summary by Month



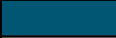









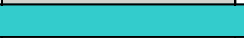




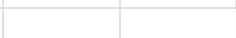









The graph highlights a decrease in reported hazards during May. Of the 23 hazards reported, 20 originated from the Facilities Services Team. All 20 hazards raised by the Facilities Team were resolved within the month. The primary control measure used was hazard elimination.

94 % Active Tasks within Deadline



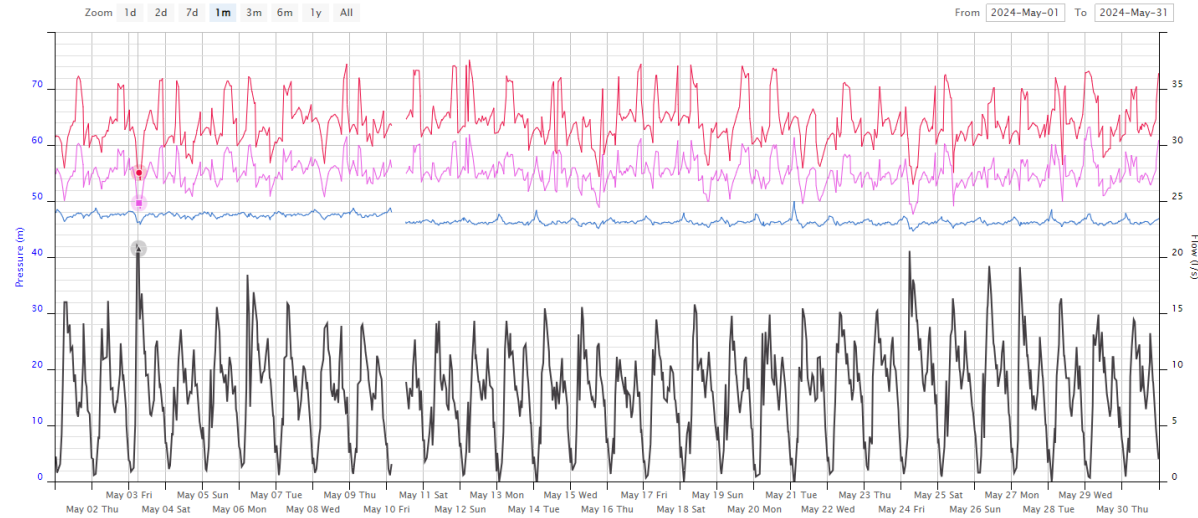
Sinking Fund Major Projects

| | |
|-------------|---|
| In progress |  |
| Complete |  |
| Confirmed |  |
| Estimate |  |

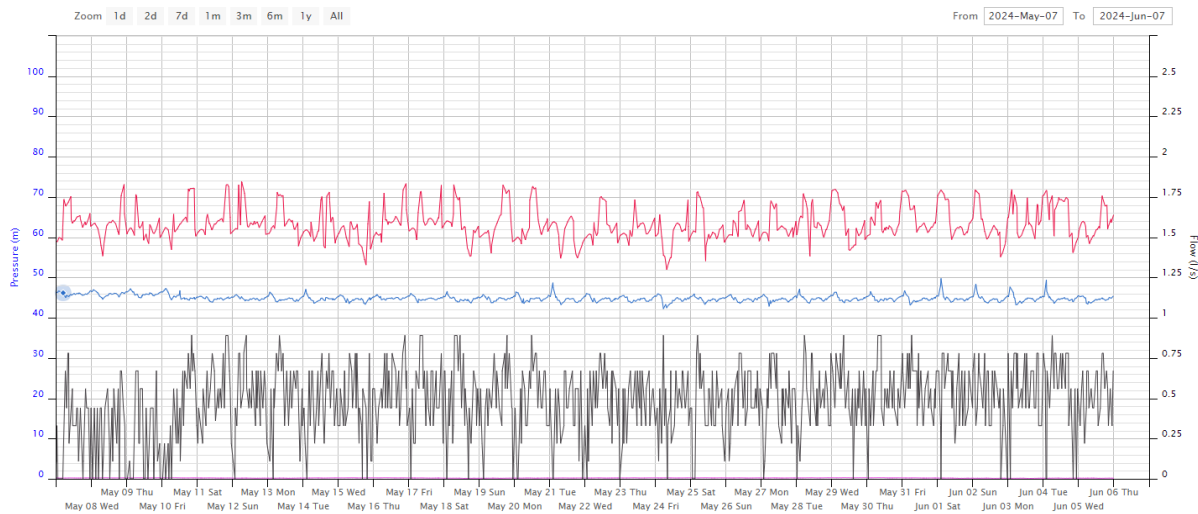
| Project | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
|---|---|-----|-----|---|---|---|---|-----|---|---|-----|-----|
| Asset management system review | | | | | | | | | |  | | |
| MDN Potable water - Consultant/Reports | | | |  | | | | | | | | |
| Tulip Lighting Year 2 |  | | | | | | | | | | | |
| 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.

We conducted a review of the same period last year (prior to commissioning) and observed a significant reduction in leaks across the site:

15th Jan to 7th June 2023: Total of 12 leaks

15th Jan to 7th June 2024: Total of 3 leaks

Key Performance Indicators

| FACILITIES SERVICES | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Achieved |
|---|--------|--------|--------|--------|--------|--------|--------|----------|
| LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE) | | | | | | | | |
| PM - (MO) Percentage closed for month - Target 75% | 81% | 100% | 75% | 33% | 25% | 87% | 84% | 63% |
| Total % (Open vs Closed) Target 80% | 82% | 76% | 75% | 84% | 84% | 85% | 80% | 100% |
| Greater > 60 Days (Target <25) | 7 | 10 | 14 | 8 | 16 | 11 | 0 | 100% |
| Total Outstanding <100 | 39 | 55 | 69 | 37 | 55 | 35 | 32 | 100% |
| Plumber jobs remaining > 30 days 2 average | 0 | 2 | 2 | 0 | 1 | 0 | 0 | 100% |
| Electrician jobs remaining > 30 days 6 average | 0 | 8 | 9 | 1 | 5 | 5 | 4 | 100% |
| Irrigation Jobs remaining > 30 days 5 average | 5 | 6 | 1 | 0 | 1 | 0 | 1 | 100% |
| Priority 1 - Target >100 % | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| Priority 2 - Target >77.5 % | 96% | 100% | 80% | 100% | 100% | 100% | 95% | 100% |
| Priority 3 - Target >75 % | 76% | 76% | 75% | 78% | 79% | 66% | 77% | 75% |
| GOVERNANCE / COMPLIANCE | | | | | | | | |
| | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Total |
| FM - Monthly Site Inspection | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | 100% |
| Facilities Services WHS Training - Manual Handling, Ladder | 44.44% | 44.44% | 44.44% | 44.44% | 44.44% | 44.44% | 100% | |
| Contractor Induction - Annual target 75% | 78% | 77% | 76% | 76% | 78% | 77% | 77% | 100% |
| Hazard identification - Target 2 each / 16 per month | 17 | 16 | 24 | 26 | 21 | 21 | 22 | 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 | | | | ✓ | | ✓ | | 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% | Jan-00 | | | | | |
| 1.2 Response & Repair Timeframe | 44% | 55% | 41% | 50% | 58% | 15% | 9% | | | | | |
| 1.3 Preventative Maintenance | 68% | 62% | 64% | 65% | 66% | 67% | 72% | | | | | |
| 1.4 Document Compliance | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | | | | |
| 1.5 Reporting | 100% | 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% | 100% | | | | | |
| 1.2 Response & Repair Timeframe | N/A | N/A | N/A | N/A | N/A | N/A | N/A | | | | | |
| 1.3 Preventative Maintenance | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | | | | |
| 1.4 Document Compliance | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | | | | |
| 1.5 Reporting | 100% | 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 | 3 | | | | | |
| 1.2 Missed Bins | 12 | 6 | 3 | 7 | 5 | 7 | 14 | | | | | |
| 1.3 Complaints <5 | 0 | 0 | 6 | 3 | 1 | 0 | 0 | | | | | |
| 1.4 Document Compliance | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | | | | |
| 1.5 Reporting | 0% | 0% | 0% | 0% | 0% | 0% | 0 | | | | | |

NOTES for the CONTRACT SUB_COMMITTEE Review of Term Contracts

Friday 10th May 2024

General Comment

- Discussion on Timetable for key events from EOI to Contract execution
- Review of input from MNs at recent prior meeting regarding the Landscaping SOW
Mindful of need to avoid “outcome-based objectives” and to keep tight activity/engineering-based SOW and commensurate KPIs for contractor monitoring.
- Need to seek EOIs and tenders from multiple qualified contenders.
- Agreed that lump sum contracts probably still are appropriate for management of contractors provided we can hold them to performance parameters.
- Note that to date the Cove has experienced more than 60 affected days and more than 880 Mls of rain this calendar year. Committee has received multiple complaints of long grass and visually poor landscaping maintenance. Need to ensure that, with a fixed price contract, rain induced inactivity will result in resident dissatisfaction. Need to ensure labour is redirected to useful alternate tasks when mowing is not possible.
- The three contracts will all utilize the SCBCS standard contract conditions. The CSC accepts that the agreement may not be a universally perfect fit for such disparate activities as landscaping and rubbish collection but accepts that the agreements generally cover all necessary legal aspects of the relationship with contractors and that the real detail lies in the SOW as an addendum. Comments related to the contract are meant to apply in a general sense to the legal instrument as a whole.

Specific Comments on the Proposed EOI/Tender documents reviewed.**Request For Tender Document***P 19 cl 4.3*

This clause points to the lump sum nature of the agreements. It ensures that the lump sum will be a “whole of life sum” for the agreement and excludes the possibility of variations for standard tasks. As mentioned above the election to ask for hard dollar lump sum tenders is administratively efficient but, particularly in the case of landscaping, means getting value from the contractor may be compromised by extended weather events.

P28 cl 2.1

The contract format requires separate sums for the PBC and the PTBC. There is a challenge getting the accurate quantitative division of the costs and potential debate about which party missed out due to weather of breakdown during any given period.

Street Sweeping Contract

Special Condition of Contract

P33 cl 3.2.

This clause is a bit circular in that it points to cl 2.1 which points to another document (B) which probably relies on cl 2.7 of that document for the services and the rest of that document for general conditions. It is a little mind numbing for the non-lowers, but I agree it seems valid legally.

P34 cl 6

This clause has some tortured English. It should read "being enforced by the State of Queensland".

P38 cl 3

For good orders sake this clause, which anticipates areas being added, should also contemplate areas being deleted.

P41 cl 3 a)

Important clause that allows us to reduce monthly payments where work was not performed during a given month. The general agreement does not contain a Force Majeure clause which means that enforcement of clause 3 a) - reducing the monthly payment - seems to be at our absolute discretion regardless of whether weather or other "acts of God" prevented the delivery of services.

P42 cl 5 a)

Think the new clause should countenance deletions as well as additions.

P42 cl 6

Commencement should read November "2024."

P42 cl 8

I question whether PI Insurance should be a requirement in any of these Contracts. None of them requires the provision of high order technical advice, drawings etc. The insurance is expensive, and we might do well to require the price to exclude this element from the lump sum. If the contractor has PI insurance as a matter of policy all the better.

P43 cl 10.1 a)

Should the table countenance normal working hours to be Monday to Friday to be consistent with clause 12.6? Also, in the third para of this clause the "Who's on Location should be in caps to indicate it is a proprietary piece of software.

General Conditions of Contract

P55 cl 2.4 (b)

I question the practicality of using "installation" in this clause. Perhaps "Site" is a better fit?

P60 cl 5

I refer to my comment above in the Special Conditions (cl 8), the General Conditions (Cl5) make no reference to a requirement to have PI Insurance.

P80 annexure 2

I note the list of RBCs seems absolute and probably should have a footnote pointing to possible additions and deletions from time to time in both Area A and Area B. For example, why would we not at some point street sweep in the Village? Further, the RBC map is ancient and no longer accurate.

Waste and Recycling Contract

Comments above generally relating to the Special Conditions and the General Conditions for Street Sweeping probably apply equally here.

P106 cl 2.4 b)

We direct that all recycle waste will be recycled. This is probably an unenforceable clause that might cause us some grief if it became a public relations issue where the contractor was found to be landfilling recyclable waste. Perhaps a get-out that includes “where reasonably practicable to do so”.

P109 cl 7

Date should read “1 November 2024”.

I agree with all the inclusions and deletions in clauses 10 and 12.

Landscaping Contract

Comments above generally relating to the Special Conditions and the General Conditions for Street Sweeping probably apply equally here.

Special Conditions of Contract

P169 cl 1

Agree with the additions and deletions to this clause.

P 169/170 cl 2.4.1

This clause is designed to specify in detail the mowing task in this contract. This is the works that touches residents the closest and is most visible. It is also the task that is most susceptible to weather interference and as such is prone to exhibit a sense of success or failure of the contract. The current text directs that mowing be done in a specific sequence and if that sequence is disrupted by weather, particularly extended unfavorable weather then it is possible that a particular area may miss one or even several scheduled mows resulting in a stark contrast between the areas that have been mowed and those that haven't. There is no easy solution to this matter other than for the contractor to engage additional resources when the weather event has passed to catch up on areas that have missed their scheduled service. As mentioned in the opening comments the contractor should be obliged to either vary the resources around weather

events to keep pace or to redeploy resources during a weather outage to perform non-mowing tasks - perhaps in advance.

P174/175 cl 2.4.3

Agree with the major rewrite of this clause. It would be expected to see some quantum of impact in the lump sum for this change.

P178 cl 2.5.1

In general rubbish removal is self-evident however "fallen branches" may require specific direction in areas such as the hillside along the Parkway below Horizon Court and along the hillside adjacent to Edgecliff Drive where there are heavily wooded spaces.

P179 cl 2.5.2

Is there any value in suggesting that the contractor should deploy resources assigned to mowing tasks to accelerate pruning tasks when weather prevents mowing? I have received regular comment that hedge and tree pruning around the Village gate and in the Address is not regularly pruned.

P181-183 cl 2.5.3

This soil condition maintenance clause has become very proscriptive (I agree with this) but if significant remedial applications of chemicals are required as a result of soil changes then the exercise may become costly for the contractor. It might be worthwhile asking the contractor to state what allowance is made in the tender for the works so that a win/loss assessment can be made annually.

P200/201 cl 11

The reporting requirement is now very comprehensive. Contractors may suggest this is onerous and costly. Perhaps we can agree to co-design a reporting format that meets our new requirements without contractors cost loading their tenders.

The revised SOW that has been incorporated into the Special Conditions is now much tighter than the previous agreement and should facilitate a better outcome. It also should satisfy the much more difficult concept of "outcome-based contracts".

General Conditions of Contract

P 223 cl 7.3, cl 7.4 cl 11.10

No doubt our safety requirements generally cover the regular activities of the landscaping contractor. Do these rules (or if not, should they) require the landscapers to erect specific "mowing in progress", "chemical spraying in progress" signage to advise motorists and pedestrians of their activities. Presumably they must provide us with all applicable MSDS for products they use or intend to use.



**MINUTES OF THE
 CONTRACTS SUB COMMITTEE MEETING
 OF THE PBC / PTBC**

Body Corporate Sanctuary Cove Principal Body Corporate GTP 202
 Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

Committee Contracts Sub-Committee

Location of Meeting: Meeting Room 1 Sanctuary Cove Body Corporate Services

Date and Time of meeting Friday, 10 May 2024

Meeting Chaired by: Mr Shaun Clarke

Meeting start time: 10.07am **Meeting finish time:** 10.53am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Shaun Clarke (SC)
 Ordinary Mr Robert Nolan (RN)

PRESENT BY PROXY

Mr Ken Morrisby proxy to Mr Shaun Clarke

BY INVITATION

CEO Mr Dale St George (DSG)
 Facilities Services Manager Ms Shynyn Fox (SF)
 EA to the CEO Mrs Tamara Jones (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 19 August 2023 be accepted as a true and correct record of the proceedings of the meeting.

| | |
|---------|---|
| Yes | 3 |
| No | 0 |
| Abstain | 0 |

Notes:

- SC noted that the table in Motion 1 reflecting how each Member voted is incorrect, TJ to amend accordingly.

| MEMBER | Yes | No | Abstain |
|-----------------|-----|----|---------|
| Mr Shaun Clarke | ✓ | | |
| Mr Robert Nolan | ✓ | | |
| Mr Ken Morrisby | ✓ | | |

2 Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 17 October 2023 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 Shaun Clarke | ✓ | | |
| Mr Robert Nolan | ✓ | | |
| Mr Ken Morrisby | ✓ | | |

3 Class A Water – Scope & Defect Review (Stage 1) CARRIED

Proposed by: The Chairperson

RESOLVED That the Contracts Sub-Committee notes the Class A Water Scope and Defect Review as tabled.

| | |
|---------|---|
| Yes | 3 |
| No | 0 |
| Abstain | 0 |

Notes:

- SC noted that the project, thus far is looking good, specifically how they have contoured the hills at the entryway with new turf.
- SF advised that she recommends an external review on scope of works and defects to ensure that both the PBC and PTBC are covered in the event of breakdown in relationship.
- Energex have now approved the design; connection of the transformer is expected in October/November 2024 with Stage 2 to commence thereafter.
- SC questioned the qualifications of the person SF recommends undertaking the report. SF confirmed they are an Engineer who specialises in electrical and pump works.
- Approximate one month timeframe for report to be prepared once PBC EC have approved, and Engineer has been engaged.
- Lengthy discussion regarding the possible difficulty with the current contractor getting the project finished and commissioned. Discussions regarding the quantum of retentions and the likelihood that these would be adequate to complete the project should the relationship with the contractor deteriorate further. SF assured the committee that the retentions were adequate.

| MEMBER | Yes | No | Abstain |
|-----------------|-----|----|---------|
| Mr Shaun Clarke | ✓ | | |
| Mr Robert Nolan | ✓ | | |
| Mr Ken Morrisby | ✓ | | |

4 Tender Documentation Review CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 3 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the Contracts Sub Committee notes the tender documentation for the Landscaping, Street Sweeping and Waste & Recycling as tabled.

Notes:

- Discussion of the points made by the informal review of the SOW for the Landscaping contract held in the prior week. Extensive page by page review of the specifications and the contract documents for all three contracts. Numerous elements of the documents questioned and several changes agreed.
- SF confirmed EOI is ready to send out today, two Tender advertisement companies have been approached with the intention of broadening the scope of interested parties.
- EOI's will close on 31/05 and tender docs to be released on 07/06.
- Tender opening to occur with CSC in early July.
- SC noted how extensive and professional all documentation is and thanked SF for all of her hard work as always.

| MEMBER | Yes | No | Abstain |
|-----------------|-----|----|---------|
| Mr Shaun Clarke | ✓ | | |
| Mr Robert Nolan | ✓ | | |
| Mr Ken Morrisby | ✓ | | |

5 Minutes of CSC Meeting held 10 May 2024 CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 3 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the Contracts Sub-Committee (CSC), requests the PBC & PTBC approve the recommendations of the CSC as resolved at their meeting on 10 May 2024.

| MEMBER | Yes | No | Abstain |
|-----------------|-----|----|---------|
| Mr Shaun Clarke | ✓ | | |
| Mr Robert Nolan | ✓ | | |
| Mr Ken Morrisby | ✓ | | |

2 Action Items CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

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

Note:

- FTTH report to be tabled at upcoming PBC EC meeting for feedback/voting. PK suggested that DSTG provide his recommendation in the report for the PBC EC to consider.
- The SCCSL board has approved the SCCSL/SCSS budgets. The PBC EC have requested that the FSC review the final draft of the PBC/PTBC budgets. RBCs to consider from next month.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

3 Selective Review CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

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

Note:

- Invoice from Firm Finish was selected for this month's Selective Review.
- These works relate to storm damage to fencing that required urgent rectification.
- These works were included in the insurance claim which is close to being finalised.
- Confirmed three quotes were obtained.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 30 April 2024 as tabled.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

5 PBC Budget Variance Analysis CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Variance Analysis as of 30 April 2024 as tabled.

Note:

- *The Admin Fund YTD has resulted in a net deficit position of \$9.4k.*
- *PK queried the surplus in the Admin Fund, specifically to make sure a special levy would not be required in future. MY & DSTG confirmed that the budget takes that into account noting that a special levy is not of benefit to anyone – the company or residents and is avoided at all costs.*

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as of 30 April 2024 as tabled.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as of 30 April 2024 as tabled.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

8 Draft 2024/2025 Budget CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC/PTBC Draft Budget for 2024/2025.

Note:

- MY noted that a new table had been added to clearly show where the variances are (ref. page 61 of meeting docs).
- PK suggested a further addition of a Waterfall Chart to further simplify this for residents.
- SA flagged that inflation is of concern but understands the constraints. PK noted that at least the three biggest contracts (landscaping, waste & recycling and street sweeping) would be locked in this year.
- It was agreed by all that the budget and explanatory documentation were well detailed and presented.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

9 Date of Next Meeting CARRIED

Proposed by: The Chairperson

| | |
|---------|---|
| Yes | 5 |
| No | 0 |
| Abstain | 0 |

RESOLVED That the date of the next FSC Meeting will be Friday, 21 June 2024 at 10:00am.

Note:

- PK & MM unable to attend, proxies to be given/already given to SA.

| MEMBER | Yes | No | Abstain |
|---------------------|-----|----|---------|
| Mr Stephen Anderson | ✓ | | |
| Mr Mick McDonald | ✓ | | |
| Mr Robert Hare | ✓ | | |
| Mr Tony McGinty | ✓ | | |
| Mr Paul Kernaghan | ✓ | | |

GENERAL BUSINESS

N/A

Chairperson: