



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 8th August 2024
Meeting time: 09:03AM – 11:15AM
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 1072442 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) arrived @ 11:03am

The following members were present by Proxy:

The following members were present by Voting Paper:

Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

Present by Invitation:

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)
Shanyn Fox, Facilities Manager (attended at 9:55am)

Apologies:

Mr Dale St George, CEO SCCSL

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest



1. Motions:

1 Approval of PBC EC Minutes 16th June 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED THAT the Minutes of the PBC Executive Committee Meeting held on 16th June 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		
Andrew Brown			X
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			X

2 Approval of PBC EC VOC Minutes 15th July 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED THAT the Minutes of the PBC Executive Committee VOC Meeting held on 15th July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

Proposed by: Statutory Motion

CARRIED

RESOLVED THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 5th August 2024.

Yes	6
No	0
Abstain	0

Further **RESOLVED THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 5th August 2024.

Further **RESOLVED THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 5th August 2024.

Further **RESOLVED THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 5th August 2024.

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

7. Correspondence for Information

- Noted by PBC EC

8. Correspondence for Action

- Moored vessel at Lot 145
- SS and JS had a meeting with the vessel owner on 30th July 2024
- The vessel owner produced an SRB certification, which the PBC had on file, that states the pontoon is structurally adequate to accommodate the vessel.
- The vessel owner is going to rotate the vessel 180 degrees, so it fits within the extended lines of the side boundaries.
- There seems to be some doubt about whether the pontoon, or the pontoon and the vessel, are required to be within the quay line. A meeting to discuss this and other related matters to be arranged with SRB. SS and JS to attend.
- JS to complete a timeline with all information received regarding vessel for consideration to the PBC EC.



- Since a complete set of quay line drawings cannot be located and those that can be found are very old, the PBC to investigate getting a full set of accurate drawings produced for reference when appraising a pontoon application .

9. Reports for Information

CSC & FSC

- PK mentioned the Waste Management Contract came in a lot higher than last year.
- SS mentioned that PBC landscape assets need to be maintained in good condition to maintain good appearance and to ensure they don't deteriorate and requirement replacement.
- AB stated the current landscaping company didn't appear to meet contract expectations last year; this will need to be monitored more closely moving forward.
- SF arrived at 9:55am to provide a rundown on the tender process and outcome. She advised she had made changes to the scope for the landscaping contract, to ensure if they are not performing, they can be held to the work agreed within the contract.
- AB suggested SF issue a brief communication regarding the tender process for the newsletter.
- CSC and FSC agendas to become part of the PBC EC agenda moving forward to accompany the minutes.
- PK mentioned his concerns around finance and the risk of being in deficit down the track.

MIPS

- AB mentioned his concerns regarding the village not being up to a good standard. Stating that the shops need an uplift and there is many shops empty.
- SS mentioned it's been difficult to get MSCD to make improvement to the village. He e suggested AB put his concerns and suggestions in writing for the PBC to put to the PTBC/MSCD to consider at their next meeting.

Compliance Report

- Compliance report – closed matters to remain as part of the monthly PBC EC agenda.
- JS to amend the compliance letters.

10. General Business

10.1 – PBC EGM Motions Aug 24

- Facilities Tender Motions
- Monies owed Lot 8 Tristania
- Paving Replacement – Olympic Drive

10.2 – Update on SCCSL Board Meeting

- Summary update to be provided to Body Corporate and added to the agenda under Correspondence for Information after board meetings or when other newsworthy matters arise. .

10.3 – Update on Financial

- Mentioned under CSC & FSC above

10.4 – Voting Entitlement for Harbour One

- CM to send a brief update regarding Lot entitlement of Harbour One to add to the next agenda.

10.5 – OptiComm

- MY to provide a brief regarding where the process is currently at.
- PK to organise a meeting with CSC to discuss options moving forward.



COMMUNITY SERVICES

Sanctuary Cove

10.6 – S56 Ian Hazzard

- CM stated she had contacted Ian Hazzard regarding providing a succinct and final opinion around s56, to distribute to the MNs.

10.7 – Governance Review Update

- SH advised the governance review consultant (Directors Australia) has been given a broad history prior to commencement and limitations of the scope.
- JS to source one of SCCSL's standard confidential agreement to be signed by Directors Australia.
- CM advised at this stage Directors Australia are yet to reach out to PTBC for involvement in the review, however they will be given the opportunity.

10.8 – Lot 75 Non-Compliance

- PBC EC agreed for an application be submitted to the referee. Motion to go to the PBC EGM in August for approval.
- NE enquired about Lot 71 and any update on non-compliance breaches. JS advised this lot is sitting with BW (In-House Counsel), will provide further update.

11. Next Meeting – Thursday 12th September 2024 @ 9:00am

12. Closure of Meeting – Meeting Closed @ 11:15AM

Chairperson: