



**MINUTES OF EXTRAORDINARY GENERAL MEETING
for Sanctuary Cove Principal Body Corporate GTP 202**

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212
Date and time of meeting: Thursday 29 August 2024 at 11:00 AM
Meeting time: 11:00am – 1:06pm
Chairperson: Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1701	Bauhinia GTP 1701	Mr Richard Sherman
Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790	Mrs Caroline Tolmie
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107106	Schotia Island GTP 107106	Mr Wayne Bastion
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare
Lot 107209	Alpinia GTP 107209	Ms Dianne Taylor
Lot 107278	Banksia Lakes GTP 107278	Mr Andrew Brown
Lot 107360	Adelia GTP 107360	Mr Gary Simmons
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107442	Molinia GTP 107442	Mrs Cheryl McBride
Lot 107488	Darwinia GTP 107488	Mrs Jane Burke

The following members present by Voting Paper and In Person:

Lot 1701	Bauhinia GTP 1701	Owner present (pre-voted)
Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present (pre-voted)
Lot 2504	Colvillia GTP 2504	Owner present (pre-voted)
Lot 107209	Alpinia GTP 107209	Owner present (pre-voted)
Lot 107442	Molinia GTP 107442	Owner present (pre-voted)

The following members present by Voting Paper:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 1703	Washingtonia GTP 1703	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote

Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107217	Tristania GTP 107217	Electronic vote
Lot 107406	Corymbia GTP 107406	Electronic vote

The following members were present by Proxy:

The following members were present by Proxy however unable to vote:

Present by Invitation:

Mrs Jodie Syrett, Manager of Body Corporate (Minute Taker) – (JS)
 Ms Shanyn Fox, Facilities Manager – (SF)

Apologies:

Mr Michael Longes
 Mr Stephen Anderson
 Mrs Shawlene Nefdt
 Mr Nabil Issa
 Mr Nicholas Eisenhut
 Mr Mark Winfield
 Mr David Francis
 Mr Peter Hay
 Mr Mick McDonald
 Mr Dale St George

The following members were not financial for the meeting:

A Quorum was present
 Nil Conflict of Interest
 The Meeting was recorded.

Motions

1	Approval of Previous General Meeting Minutes - 25th July 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Minutes of the PBC Extraordinary General Meeting held on 25th July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	19
No	0
Abstain	5

NOTE: WB emailed 13 August 2024 to advise amendment to his wording as follows "WB enquired about who will have access to the consultants during the governance review process"

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria			X
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia			X	Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia			X	MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			X

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Principal Body Corporate (PBC), noting the recommendations of the CSC, FSC and PBC EC agrees to award the PBC Landscaping Maintenance works contract to Landscape Solutions at a cost of \$1,482,339.86 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

Yes	22
No	1
Abstain	1

NOTE:

- *WB noted that there have been significant increases in costs, but there has been no discussion on how these changes will impact the budgets approved at the RBC EGMs. He observed that contracts appear to have increased by over half a million dollars, and questioned how this will affect the overall budget and whether a deficit is anticipated.*
- *PK responded that he has requested finance to provide forecasts based on the current information. The water increase was not budgeted for this year but has been included in next year's budget. Among the three major contracts, the landscaping contract came in under budget, but the waste management contract is the highest, which will result in a smaller surplus this year and an overrun in next year's budget. Fortunately, a special levy will not be required, as there is no need to maintain two separate funds under SCRA; the sinking fund and the admin fund can operate as one. However, to cover the costs, levies will need to increase by approximately \$200, excluding GST. PK will circulate a summary of the finances in collaboration with the Chairperson of the FSC.*
- *WB asked if the approval of contributions could be postponed until around August to gather this information beforehand.*
- *HM inquired about the flexible option that could save \$163k by reducing personnel over winter. SF explained that much of the critical work, such as tree pruning and maintaining buffer gardens, is done during winter. Reducing the workforce during this period would hinder the ability to complete the necessary tasks.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria			X
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

3 Approval of PBC Street Sweeping Contract (Agenda Item 5.3) Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Principal Body Corporate (PBC), noting the recommendations of the CSC, FSC and PBC EC agrees to award the PBC Street Sweeping works contract to Specialised Pavement Services Pty Ltd at a cost of \$93,243.15 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

Yes	23
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Principal Body Corporate (PBC), noting the recommendations of the CSC, FSC and PBC EC agrees to award the PBC Waste & Recycling works contract to Cleanaway at a cost per annum of;

Year 1 - \$1,316,658.05 Inc GST

Year 2 - \$1,428,957.18 Inc GST

Year 3 - \$1,549,714.32 Inc GST

for the period commencing 1 November 2024 to 31 October 2027.

NOTE:

- *CT enquired as to whether the start time for the waste management staff can change from 7am to 6am during the summer period? SF explained it is in their tender and there is allowances for periods such as PHs for an early start. SF advised she had no issues with this, however 6:30am would be reasonable to ensure no disrupt with noise to residents.*
- *SS recommended for MN to go to their RBCs with the idea and report back to the EGM regarding the proposed time. A circular to go out to residents.*

Yes	24
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

5 Approval of PTBC Landscaping Contract (Agenda Item 5.5)**Ordinary Resolution**

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Principal Body Corporate (PBC), instructs its Members Nominee to the PTBC to vote in favour of the PTBC Landscaping Contract being awarded to Landscape Solutions at a cost of \$221,244.76 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

Yes	23
No	1
Abstain	0

NOTE:

- *SH thanked SF and her team on the way the landscaping is looking currently and their efforts.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

6 Approval of PTBC Street Sweeping Contract (Agenda Item 5.6)**Ordinary Resolution**

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the Principal Body Corporate (PBC), instructs its Members Nominee to the PTBC to vote in favour of the PTBC Street Sweeping contract being awarded to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027.

Yes	23
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

7 Approval for Claim for Monies Owed for Lot 8 - Tristania (Agenda Item 5.7) Ordinary Resolution

Submitted by Chairperson

Motion DEFEATED.

RESOLVED THAT the PBC considers the correspondence from the owner of Lot 8, Tristania (1008 Edgecliff Drive) requesting reimbursement of \$500.00 for the excess water charges (billing period 16/10/2023 - 30/01/2024), due to the destruction of a lot owners own irrigation sprinkler head located on PBC secondary thoroughfare.

Yes	10
No	11
Abstain	3

NOTE:

- **AB mentioned that his landscaper said that a broken sprinkler head wouldn't make much difference regarding using more water. Someone would be able to see a muddy mess around the spot if there were a leak.**
- **HM disagreed to the refund, stating if you have something faulty you will see it.**
- **RN mentioned the risk of voting in favour sets a precedent to further charges.**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia			X	Harpullia			X
Alphitonia	X			Justicia			
Alpinia		X		Livingstonia		X	
Alyxia				Molinia		X	
Araucaria		X		Plumeria	X		
Ardisia				Roystonia		X	
Banksia Lakes		X		Schotia Island		X	
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia		X		Woodsia			
Colvillia	X			Zieria		X	
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia		X		MSCD Lot 81 (SA)	X		
Felicia			X	MSCD Lot 83 (MM)	X		

8 Approval for Claim for Monies Owed for Lot 4 - Woodsia (Agenda Item 5.8) Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC considers the correspondence from the owner of Lot 4, Woodsia (2504 The Parkway) requesting reimbursement of \$1,267.00 for damages sustained when the owner fell due to a hole in the traffic island located at the corner of Olympic Drive and The Parkway.

Yes	17
No	6
Abstain	1

NOTE:

- *It was agreed on the condition that BW drafts an appropriate settlement agreement with the claimant.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria		X		Plumeria		X	
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria		X	
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia		X		MSCD Lot 81 (SA)	X		
Felicia		X		MSCD Lot 83 (MM)			X

9	Approval of expenditure for the engagement of Smartstone for the replacement of road pavers (Agenda Item 5.9)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC EGM agrees to expend \$191,400 Inc. GST with a contingency of 10% in the amount of \$19,140 Inc. GST for the engagement of Smartstone for costs associated with the supply and installation of approximately 1450m² paving at \$132.00 m² Inc GST, to allow for the replacement of road pavers on Olympic Drive. Funds to be expensed to Sinking Fund – Roads – 223191

Yes	23
No	1
Abstain	0

Further **RESOLVED THAT** noted, due to the specialised nature of the works and Smartstone's status as the preferred supplier for this type of project, only one (1) quote was obtained. The PBC approves reducing the required number of quotes from three (3) to one (1).

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

10 Application for Referee's order against Lot 75 for compliance of repair and maintenance (Agenda Item 5.10)

Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC authorises the commencement of an application to the Referee under section 72 of the *Building Units and Group Titles Act 1980* (Qld) against Lot 75, for their failure to comply with the RZABL's 3.1 Repair and Maintenance.

Yes	23
No	1
Abstain	0

NOTE:

- *RN mentioned this house has applied to repaint.*
- *JS advised this motion remained as a precaution in case the residents didn't follow through with the application to repaint. JS will hold with submitting the order to allow time for the resident to complete the painting.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

11 Approval for 1 year extension of the FTTH Network Management Agreement Contract held by OptiComm (Agenda Item 5.11)

Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC approves the extension of the current term of the FTTH Network Management Agreement contract held by OptiComm for a period of one (1) year, noting all other terms and conditions of the contract are to remain unchanged.

Yes	22
No	1
Abstain	1

NOTE:

- *HM mentioned he remembered a report was going to be done on OptiComm by June 24 by Dale St George.*
- *SF explained it will extend until April 2025.*
- *SS explained this will bide some time to research options.*
- *CM suggested a briefing once the research is complete.*
- *HM enquired as to who will see this through and provide answers to members questions? SS explained that under the current company arrangements. SF is leading the process and reporting to him as well as involving Mika from a financial side. There will be input from the CSC, a consultant, the EC before being presented to the PBC for consideration.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria		X	
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

CORRESPONDENCE FOR INFORMATION:

CFI 1. Harbour One and the relocation of the Village Gates:

- *PC asked if there was any update from MSCD.*
- *SS reported that he had a brief conversation with Barry Teeling at the PTBC meeting earlier that morning. Regarding the encroachment of the road into Mulpha's land. Barry advised that there is a small pinch point that encroaches on their land at the bend in the road near the new the H1 townhouses which is being corrected within the rebuild of the road. The second issue raised with BT was the boundary setback concerns of the Harbour One building. Barry assured SS that he would speak to the certifier to ensure compliance with setbacks to the boundaries. Lastly, SS mentioned that a portion of the new lots next to the Village Gate project will be accessed off the Primary Thoroughfare.*

CFI 2. S56:

- *WB enquired if there were any updates regarding the legal advice from McCullough.*
- *CM mentioned that,*
 - *as mentioned in the booklets, MBA lawyers were contacted for the third time with no response.*
 - *On the last communication they added the statement, "If you don't reply, we will assume your assertion that the PBC should sign S56 is incorrect." A response was received within an hour but again no reply to the question was provided.*
 - *A subsequent response was received from Ian Hazzard, listing 12 reasons why the PBC should not sign S56. They are currently seeking clearer instructions from Ian rather than just the reasons provided*
- *WB recommended that AB prepare a brief on S56, as his explanation in the last meeting was clear and well-articulated regarding its position in SCRA. AB suggested that CM's information from Ian be combined to deliver a unified message.*

CFI 4. Notice of Dispute:

- *PC mentioned that a motion was passed in May 2024, instructing the PBC proxy to raise a motion at an SCCSL EGM. PC then read out a letter from SS, which granted an extension for SA until 31st December 2024 to negotiate a solution. PC emphasized that the issues are quite clear and questioned why 3-4 months are being allowed to try and negotiate a resolution to the shareholder.*
- *SS responded that it was considered under the current circumstances wiser to allow extra time for negotiation, noting that proceeding to arbitration would cost several thousand dollars.*

CFI 6. SCCSL Board Update:

- *CM expressed her appreciation for receiving an update from the board, noting that this was the first time she had seen it.*
- *PC commented that it was encouraging to see the HIRS mentioned in the board update, as many had been concerned about this issue.*

CFI 7. Traffic Lights Sickle Ave:

- *SS informed that the Local Council, after conducting a traffic study, concluded that traffic lights are not necessary at this time.*
- *AB explained that once the council has made its determination, it is final. He suggested that it would be more effective to request the relocation of the yellow parking line to improve visibility, given the cars parked on the road.*

BUSINESS ARISING:

8.1 Asset Improvement Programme Update:

- *SS advised to remove.*

8.2 WPGA Championship:

- *SS mentioned that he has attended a few meetings with the organisers to represent the best interests of the RBCs. He offered to relay any issues or comments from MNs on behalf of their RBCs if needed. He raised the impact of Colvillia for example. There will be a rope barrier and security to ensure that spectators are contained within the golf course.*

8.3 Village update from MSCD:

- *SS advised there is no MSCD representative here to update. This item to be removed from future meetings.*

8.4 PBC Motions – September 2024:

- *Appoint a consultant for FTTH*

8.5 Next meeting to be held on 26th September 2024

GENERAL BUSINESS:

CEO Extended Leave:

- *WB and PC asked about the status of the CEO's extended leave and enquired how long he is expected to be away. There are concerns that the current situation is not ideal, noting that something similar has happened before current CEO's appointment several years ago.*
- *SS replied that we all must continue to respect the privacy & confidentiality regarding the CEO's leave, and that no additional information is available at this time. He also emphasised that had delegations are in place to support the Managers in their roles.*
- *SH added that if the situation persists, there must come a tipping point where an interim CEO is appointed. She stressed that it is not sustainable for board members to continue regularly performing these duties.*

Hares:

- *CT raised a concern from a resident who recently discovered approximately eight dead hares and wanted to know if this was connected to the animal management program for baiting hares. CT also inquired about the location of the bait, considering the potential risk to dogs and other animals in the area.*
- *SS suggested that the hares might have been killed by foxes, while SF clarified that hares are not included in the animal management program.*
- *WB asked if a similar program would be implemented to manage the corellas. SS explained that the golf club had proposed that the PTBC purchase a tractor to break up pinecones, aiming to reduce the corella problem. However, SS had the motion withdrawn, citing the need for more information. Biodiversity advised that the machinery would need to be used at least weekly. There is no guarantee of its effectiveness. SS also noted that purchasing the equipment would double the animal management budget for the corellas.*
- *PC mentioned that he had participated in several meetings on corella management last year. His understanding was that the measures introduced would be trialled for a year and then evaluated for effectiveness. He suggested suspending the measures for a year to observe the outcomes. SS responded that the decision would be up to the PTBC and offered to present a motion to the PTBC to cease the measures for a year if the PBC wished.*

Governance Review:

- *SH provided an update on the governance review, noting that a kick-off meeting was held in the first week of August with the auditors. The purpose of this meeting was to establish due process, allocate resources, and outline a governance project plan (Annexure A). The auditors have requested key documents from BCS and are currently conducting a desktop audit. Regarding the minutes, they have developed a project plan, with interviews expected to take place in September/October. For the PBC, there will be 2-3 touchpoints, the first being feedback from a small group of Member Nominees concerning specific aspects within the scope, particularly frustrations related to budgets and communication between different committees. Monthly updates will be provided on the progress of the review.*

Parking Compliance:

- *JS provided a printout detailing the current parking compliance issues, noting that two repeat offenders have now vacated SC, which is a small win for compliance. Updates on this will be included in the monthly operations report.*
- *WB inquired about the ongoing RV non-compliance issue with one resident, questioning the communication process and noting that it seems no one has verbally spoken with the owner about removing the vehicle.*
- *SS suggested that the Member Nominees themselves could approach the resident to discuss the by-laws and the importance of adhering to them.*

Stage 2 DCBLs Zieria:

- *HM raised a concern from a resident in Zieria about a vine growing up his controlled aspect wall from the neighbour's side. The resident requested a breach notice, but BCS responded that they are unable to issue a breach notice under the DCBL, as it only applies to development control during the construction phase. HM expressed concern, noting that this suggests once a development meets the plan, there are no further restrictions on what can be done.*
- *SS explained that he had reviewed the case and believes a breach could be enforced under the DCBLs in this instance, as the vine is growing on the neighbour's wall. He stated he would investigate further and provide an update. SS acknowledged that people often make various changes to landscaping, which can sometimes contradict the DCBLs, making it challenging to manage all situations effectively.*

There being no further business the chairperson declared the meeting closed.

MEETING CLOSED at 01:06 PM

Chairperson: Mr Stuart Shakespeare



SANCTUARY COVE PBC GOVERNANCE REVIEW PROJECT PLAN

As outlined in our proposal dated 4 July 2024, Directors Australia will assist the Sanctuary Cove Principal Body Corporate (PBC) with the delivery of the following two phases of the PBC governance review project.

- > Phase 1 of the project involves Directors Australia reviewing the existing governance artefacts in place, preparing a draft governance checklist and facilitating a PBC Executive Committee (EC) roundtable to discuss Directors Australia's observations and suggested actions before producing a draft blueprint and short covering report.
- > Phase 2 would involve Directors Australia consulting key stakeholders to receive feedback regarding the proposed blueprint prior to its implementation by the PBC.

The following project plan relates to the delivery of Phase 1 of the project.

Date (2024)	Directors Australia activities	Outputs	Sanctuary Cove PBC activities	Status
Stage 1 - Understand the current governance arrangements				
WB 5 August	<ul style="list-style-type: none"> • Prepare draft project plan (this document) • Hold a virtual meeting with PBC representatives on 7 August to: <ul style="list-style-type: none"> > confirm the assignment scope, objectives and methodology, and > establish clear expectations, outcomes and timeframes for each stage of the assignment. • Request further background documentation to gain an understanding of the broader governance arrangements in place 	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Provide background documentation specific to the governance framework for Sanctuary Cove (including recordings of various PBC meetings) 	Complete
19 to 30 August	<ul style="list-style-type: none"> • Complete review of PBC governance arrangements • Prepare draft governance checklist based on outcomes of the review 	<ul style="list-style-type: none"> • Finalise and issue draft project plan 	<ul style="list-style-type: none"> • Review draft project plan • Confirm date of proposed PBC Executive Committee workshop in September or October 2024 (referred to in Stage 2 below) depending on EC availability 	In progress

Date (2024)	Directors Australia activities	Outputs	Sanctuary Cove PBC activities	Status
WB 2 and 9 September	<ul style="list-style-type: none"> Conduct select interviews with PBC members and Sub Committee Chairs (virtual) 	<ul style="list-style-type: none"> Internal notes 	<ul style="list-style-type: none"> Identify PBC members to be interviewed 	
Stage 2 - Consultation, evaluation of review outcomes and facilitation of PBC EC workshop				
WB 9 and 16 September	<ul style="list-style-type: none"> Finalise draft governance checklist summarising the results of our review as well as identifying any further issues for the PBC EC's consideration. 	<ul style="list-style-type: none"> Draft governance checklist Draft PBC EC workshop agenda 	<ul style="list-style-type: none"> Provide feedback on draft governance checklist and workshop agenda during week beginning 9 September 	
WB 23 September	<ul style="list-style-type: none"> Hold virtual meeting with Sanctuary Cove PBC representatives to receive feedback regarding draft governance checklist and proposed workshop agenda 	<ul style="list-style-type: none"> Final workshop agenda and other materials 	<ul style="list-style-type: none"> Confirm arrangements for PBC Executive Committee workshop Circulate workshop materials to all attendees prior to the workshop 	
10 October EC meeting	<ul style="list-style-type: none"> Deliver facilitated in person workshop with the PBC Executive Committee, several PB MN and identified former PBC Executive members. 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Attendance at workshop 	
Stage 3: Prepare final report and confirm next steps				
Within one week of the workshop	<ul style="list-style-type: none"> Produce final governance checklist and blueprint based on the outcomes of the PBC EC workshop Prepare draft project and consultation plans for Phase 2 of the project 	<ul style="list-style-type: none"> Final governance checklist and blueprint Draft Stage 2 project plan, including consultation plan 	Provide feedback on: <ul style="list-style-type: none"> final governance checklist draft blueprint Phase 2 project plan, including stakeholder consultation plan 	