



*Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998*

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
31 Oct 2024 at 10:00 AM**

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

INDEX OF DOCUMENTS

- 1. NOTICE AND AGENDA OF MEETING**
- 2. INSTRUCTIONS FOR VOTING**
- 3. VOTING (MOTIONS FROM AGENDA)**
- 4. PROXY FORM**

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

Please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, Sanctuary Cove QLD, 4212
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NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate GTP 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
31 Oct 2024 at 10:00 AM**

To avoid delaying commencement of the meeting, it would be appreciated if proxies and voting papers could be received by this office at least 24 hours prior to the meeting. However, proxies and voting papers will be accepted prior to the commencement of the meeting.

AGENDA

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status of RBC's
4. Recording of the meeting
5. Motions
 - 5.1 Approval of previous PBC EGM minutes held on 26th September 2024
 - 5.2 The removal of the existing village gates
 - 5.3 Conversion of the Vardon Lane and the Village Gate Primary Thoroughfares to Secondary Thoroughfare
 - 5.4 Applications to the referee for non-compliance of RZABLs
 - 5.5 Election of EC positions be an open ballot
 - 5.6 Transfer of incorrectly deposited funds from PBC Water account to the RBC levy account

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	21 October 2024	Royal Pines	PBC	Parking Breaches/Towing SOP
2.	22 October 2024	Harpullia MN	PBC MN	Security Cost Trends

7. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding

8. Business Arising

8.1 Discussion with Security Manager Mike Talea on tail gating and security within the Village

8.2 Village update from MSCD

8.3 Further expenditure for advice on Hydro Vision

8.4 PBC Motions –November 2024

8.5 Next meeting to be held Thursday 28th November 2024

9. Closure of Meeting

GENERAL INSTRUCTIONS EXTRAORDINARY GENERAL MEETING NOTICE

INTERPRETATIONS

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

VOTING RIGHTS Any powers of voting conferred by or under this part may be exercised:

- (a) in the case of a proprietor who is an infant-by the proprietor's guardian;
- (b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property;
- (c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the *Sanctuary Cove Resort Act 1985*, sets out the following interpretation for:

SPECIAL RESOLUTION

'Special Resolution' means a resolution, which is:

- (a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

Part 3, Division 2B, 47D of the *Sanctuary Cove Resort Act 1985*, sets out the following for proxies for General meetings of the Principal Body Corporate:

APPOINTMENT OF PROXY

- (a) must be in approved form; and
- (b) must be in the English language; and
- (c) cannot be irrevocable; and
- (d) cannot be transferred by the holder of the proxy to a third person; and
- (e) lapses at the end of the principal body corporate's financial year or at the end of a shorter period stated in the proxy; and
- (f) may be given by any person who has the right to vote at a general meeting; and
- (g) subject to the limitations contained in this division, may be given to any individual; and
- (h) must appoint a named individual.

EXPLANATORY SCHEDULE TO VOTING PAPER SANCTUARY COVE PRINCIPAL CTS 202

Motion 2 - The removal of the existing village gates (Agenda Item 5.2)

The PBC supported the rezoning of a portion of Village Zone land to Primary Thoroughfare in 2022 for the widening of the Primary Thoroughfare to accommodate the new Village Gates that are a part of the works currently in progress.

The security gates into the Residential Zones are owned and maintained by the PTBC.

The body corporate manager has recommended that the PBC pass a motion for the removal of the existing gates that are located just inside the Secondary Thoroughfare, once the new gates are completed and operational.

Motion 3 - Conversion of the Vardon Lane and the Village Gate Primary Thoroughfares to Secondary Thoroughfare (Agenda Item 5.3)

INFORMATION ON THE MOTION TO CONVERT VARDON LANE AND THE VILLAGE GATE PRIMARY THOROUGHFARES TO SECONDARY THOROUGHFARES

Creating land for houses or residential unit buildings in residential zones.

Under the SCRA, the developed and undeveloped land within the Residential Zones is delineated on the Proposed Use Plan. On this plan, each parcel of land is assigned a total number Lot Entitlements. The total number of lot entitlements for the whole of the Residential Zones is 1823.

Parcels of undeveloped land within Residential Zones can only be subdivided to create land lots for houses or land lots for residential unit buildings. These subdivisions can only be created under the provisions of the Building Unit and Group Title Act (BUGTA). Land lots for houses are referred to as GTP (Group Title Plan) lots. Land lots for residential unit buildings are called BUP (Building Unit Plan) lots.

Under the SCRA, one lot entitlement is assigned to each home (ie a house or residential unit).

The developer (Mulpha) owns all the remaining undeveloped land within the Residential Zones. There are 160 lot entitlements allocated to this land.

Road access to homes

Secondary Thoroughfare only exists within the Residential Zones and is common property under the control of PBC. Secondary Thoroughfare comprises of our roads, road verges, parks, easements etc. Except for small areas of land inside the security gates, Primary Thoroughfare is substantially outside of the Residential Zones and is common property controlled by the PTBC.

When the developer subdivides a parcel of land in the Residential Zones, under the SCRA, that parcel must have access, either directly or indirectly, to the Primary Thoroughfare. Within the Residential Zones, indirect access is provided via the Secondary Thoroughfare. Hence, the road network within the Residential Zones ultimately leads to Primary Thoroughfare via the security gates.

Under the BUGTA, the subdivision of a parcel of land to create land lots for houses includes the creation of common areas **within** that land to provide access to those land lots. When the subdivision is registered, the SCRA required those common areas within the BUGTA subdivision to be converted to Secondary Thoroughfare under the control of the PBC.

The Vardon Lane Situation

When the Vardon Lane subdivision was designed, it did not allocate any common property within that land parcel to provide access to each of the land lots. Access to each lot was provided from the adjacent Primary Thoroughfare which is separate land controlled by the PTBC. Consequently, when the subdivision was registered, there was no common property to convert to Secondary Thoroughfare, as required by the SCRA. This situation is unique to the whole of the developed land within the Residential Zones.

It's arguable that Vardon Lane does not comply with the combined requirements of the SCRA and the BUGTA. It's understood that Mulpha had intended converting Vardon Lane to Secondary Thoroughfare, in due course.

The situation with the Village Gate subdivision

The Village Gate subdivision is similar to the Vardon Lane situation.

It's understood some of the proposed lots will be accessed from a laneway that will become Secondary Thoroughfare. The remainder of the lots will be directly accessed off the Primary Thoroughfare.

Should Vardon Lane and the Village Gate Primary Thoroughfares be changed to Secondary Thoroughfares?

Currently

For the PBC there some advantages –

- it has no direct responsibility for Vardon Lane or the road providing access to a portion of Village Gate lots that are forthcoming in the near future.
- it contributes only 47% of the upkeep cost of Primary Thoroughfare through its contributions to the PTBC.

The disadvantage to the PBC is that it's unable to represent the best interests of these lot owners in the upkeep of the road access to their lots, in the same way as it does for all the other lot owners in Sanctuary Cove.

The disadvantages for the lot owners in Vardon Lane and Village Gate subdivision are –

- they pay the same levies to the PBC as all other lot owners in Residential Zones but have no direct recourse to the PBC for the upkeep of the road access to their lots and the associated utilities.
- Any matter raised by the PBC representative on behalf of these lot owners at the PTBC can be overruled by the other members of the PTBC due to the PBC's 47% minority representation.

Recommendation

That the PBC consult with the PTBC on the procedure and cost of converting Vardon Lane and the thoroughfare from the new Village gates to the existing village gates, from Primary to Secondary Thoroughfare.

VOTING PAPER

Extraordinary General Meeting for the 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 31 October 2024 at 10:00 AM

Instructions

If you want to vote using this voting paper, then *circle or tick* either **YES**, **NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda. You may also vote online using the secure link emailed to your email address.

MOTIONS

1	Approval of Previous General Meeting Minutes held on 26th September 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

THAT the Minutes of the PBC Extraordinary General Meeting held on 26th September 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

2	The removal of the existing village gates (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Chairperson

THAT the existing PTBC Village Gates within the Secondary Thoroughfare be removed once the new gates are completed and the associated area around the gates be made good as part of, and consistent with, the current works for the new gates which are being paid for by Mulpha.

Yes

No

Abstain

NOTE: Please refer to the Explanatory Schedule.

3 Conversion of the Vardon Lane and the Village Gate Primary Thoroughfares to Secondary Thoroughfare (Agenda Item 5.3) Ordinary Resolution

Submitted by Chairperson

THAT the PBC requests its PTBC presentative to consult with the PTBC on the possibility of converting the Vardon Lane and the Village Gate Primary Thoroughfares to Secondary Thoroughfare and report the outcome to the PBC together with the required procedure and cost if the conversion is to proceed.

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

NOTE: Please refer to the Explanatory Schedule.

4 Applications to the referee for non-compliance of RZABLs (Agenda Item 5.4) Ordinary Resolution

Submitted by Chairperson

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 the following lots for their failure to comply with the RZABL's 3.1 Repair and Maintenance:

- Lot 61 Felicia - 2214 Arnold Palmer Drive
- Lot 3 Harpullia - 8011 Key Waters
- Lot 12 Araucaria - 6257 Broken Hills Drive
- Lot 97 Tristania - 1080 Edgecliff Drive
- Lot 76 Tristania - 1061 Edgecliff Drive
- Lot 24 Harpullia - 8032 Key Waters
- Lot 61 Tristania - 1046 Edgecliff Drive

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

5 Election of EC positions be an open ballot (Agenda Item 5.5) Ordinary Resolution

Submitted by Chairperson

THAT the PBC approves the forthcoming election of EC positions be conducted as an open ballot in accordance with the SCRA Schedule 3 (three), Sections 2 (two) and 6 (Six).

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

Submitted by Chairperson

THAT the Committee approves the transfer of incorrectly deposited funds from the PBC Water account to the resident’s Body Corporate levy account upon the resident’s request. This process will eliminate the need for residents to incur a \$10 fee charged by StrataCash to refund monies to the resident’s bank account on each occasion.

Conditions:

1. Residents must complete and submit a formal **“Request for Transfer of Funds Paid Form”** to initiate the process.
2. Only funds verified as incorrectly deposited into the Water account will be eligible for transfer.
3. The transfer will be applied to the resident’s Body Corporate levy account as soon as practicable upon receipt of the completed form.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

GTP: 202

Lot Number: _____

Unit Number: _____

I/We require that this voting paper, completed by me/us be recorded as my/our vote in respect of the motions set out above.

Name of voter: _____

Signature of voter: _____

Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. M1. Minutes of previous General Meeting**
- 3. M5. PBC Compliance Report - October 2024 UPDATEDD**
- 4. M7 Draft - Request for Transfer of Funds Paid Form**
- 5. CORRO FOR INFORMATION**
- 6. CFI 1. PBC SOP - Parking Breaches & Towing**
- 7. CFI 2. Security Cost Trends Oct 2024**
- 8. Proxy form for Body Corporate Meetings**
- 9. Information About Proxies**

**MOTION
INFORMATION**



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 26 September 2024 at 11:00 AM

Meeting time: **11:02am – 12:01pm**

Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702	Cassia GTP 1702	Mr Peter Cohen (PC)
Lot 1703	Washingtonia GTP 1703	Mr David Francis (DF)
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp (BE)
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle (SH)
Lot 1790	Aracauria GTP 1790	Mrs Caroline Tolmie (CT)
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan (RN)
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan (PK)
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare (SS)
Lot 10720	Alpinia GTP 107209	Mrs Dianne Taylor (DT)
Lot 107217	Tristania GTP 107217	Mr Mark Winfield (MW)
Lot 10736	Adelia GTP 107360	Mr Gary Simmons (GS)
Lot 107434	Zieria GTP 107434	Mr Hugh Martin (HM)
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty (TM)
Lot 107442	Molinia GTP 107442	Ms Cheryl McBride (CM)
Lot 107488	Darwinia GTP 107488	Mrs Jane Burke (JB)

The following members present by Voting Paper and In Person:

Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 107209	Alpinia GTP 107209	Owner present (pre-voted)
Lot 107217	Tristania GTP 107217	Owner present (pre-voted)

The following members present by Voting Paper:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote	Mr Stephen Anderson (SA)
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote	Mr Stephen Anderson (SA)
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote	Mr Mick McDonald (MM)
Lot 1701	Bauhinia GTP 1701	Electronic vote	Mr Richard Sherman (RS)
Lot 2207	Plumeria GTP 2207	Electronic vote	Mr Nick Eisenhut (NE)
Lot 107509	Alphitonia GTP 107509	Electronic vote	Mr Stephen Anderson (SA)
Lot 107053	Acacia GTP 107053	Electronic vote	Mr Michael Longes (ML)
Lot 107106	Schotia Island GTP 107106	Electronic vote	Mr Wayne Bastion (WB)
Lot 107278	Banksia Lakes GTP 107278	Electronic vote	Mr Andrew Brown (AB)
Lot 107353	Woodsia GTP 107353	Electronic vote	Mr Peter Hay (PH)

Lot 107406 Corymbia GTP 107406 Electronic vote Mrs Shawlene Nefdt (SN)
 Lot 107432 Fuschia GTP 107432 Paper vote Mr Nabil Issa (NI)

The following members were present by Proxy:

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

Present by Invitation:

Ms Maria Forgione (Observer) – Schotia Island Committee Member (MF)
 Mrs Jodie Syrett, Manager of Body Corporate – Minute Taker (JS)

Apologies:

Mr Michael Longes – Acacia
 Mr Stephen Anderson – Alphitonia & MSCD
 Mr Andrew Brown – Banksia Lakes
 Mr Richard Sherman – Bauhinia
 Mrs Shawlene Nefdt – Corymbia
 Mr Nabil Issa – Fuschia
 Mr Nick Eisenhut – Plumeria
 Mr Wayne Bastion – Schotia Island
 Mr Peter Hay – Woodsia
 Mr Mick McDonald – MSCD
 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 - 29th August 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 29th August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	20
No	0
Abstain	7

NOTE:

Acronyms will be explained in the future.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
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			X
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

2 Engagement of Grace Lawyers on general retainer (Agenda Item 5.2) Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC authorises the engagement of Grace Lawyers on a general retainer up to the amount of \$5,000 plus GST to provide urgent legal advice as may be required by the PBC during the period of October 2024 – December 2024. And that prior to obtaining any legal advice, the EC must approve each instance of advice being sought.

Yes	23
No	4
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
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	X		
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 to file QCAT application against the owners of 4638 The Parkway for non-compliance with DCBLS (Agenda Item 5.3)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC authorises the filing of an application in the Queensland Civil and Administrative against the owners of 4638 The Parkway for their non-compliance with the Development Control By-laws.

Yes	25
No	1
Abstain	1

NOTE:

The Chairperson (SS) outlined the remaining unresolved issues to be submitted to QCAT.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
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	X		
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		

4	Engagement of Grace Lawyers to file QCAT application (Agenda Item 5.4)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT the PBC authorises the engagement of Grace Lawyers at an initial fee estimate of \$5,000 plus GST and disbursements to prepare and file an application in the Queensland Civil and Administrative against the owners of 4638 The Parkway for their non-compliance with the Development Control By-laws.

Yes	25
No	2
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
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	X		
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 to pay outstanding invoice: Amendment to Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA) and PTBC Lot Entitlement Amendments (Agenda Item 5.5) Ordinary Resolution

Submitted by Chairperson

Motion CARRIED.

RESOLVED THAT approval be given to pay the final invoice of \$4,898.55 (Inc GST) to Mr Ian Hazzard LLB (Hons), McCullough Robertson Lawyers, for the advice on the potential effects on the PBC residential owners of the proposed amendment to the SCRA Section 56 and the proposed PTBC Lot Entitlement disbursements for the development of dwellings.

Yes	25
No	2
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
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	X		
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. Governance Review:

- *Interviews have been conducted with Directors Australia. The auditors are performing desktop reviews, examining meeting minutes, and reviewing recordings of meetings.*
- *A workshop meeting is planned for October 2024, initially for a small, targeted group. The participants will include a mix of Executive Members, PBC invitees, and potentially a staff member from Body Corporate.*
- *An engagement session with the PBC is scheduled for October, when the draft checklist and footprint will be reviewed.*
- *Phase two will commence following this session.*

BUSINESS ARISING:

8.1 The Effect of Subdivision on Voting Entitlements in SC:

- *A position paper has been prepared and will be presented to the PBC EC and PBC in October.*

8.2 Motions for PBC EGM October:

- *Tristania Water Relief Motion*
- *Village Gates decommissioning to be acknowledged and moved.*

GENERAL BUSINESS:

Tailgating:

- *Lock the gates to prevent stolen cars from exiting when tailgating is identified*
- *The Northgate requires a tailgating alarm*
- *The MN for Zieria (HM) proposed increasing and improving technology.*

Village Incident at Destino 25th Sept 2024:

- *Disappointment was expressed re lack of communication re assault. Explanation re timing was explained.*
- *The data regarding security staff numbers will be provided at the next EGM.*
- *The Chairperson will raise the lack of accessibility to PTBC minutes at the next meeting.*

PBC EGM Meeting times:

- *Future PBC EGMs will start earlier at 10:00am.*

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

MEETING CLOSED at 12:01 PM

Chairperson: Mr Stuart Shakespeare



Residential Zone Activity By-Law (RZABL) Compliance

Sanctuary Cove Body Corporate Services seek instructions on how to proceed with the below ongoing RZABL noncompliance matters.

The below referenced matters forwarded to the PBC indicate instances where no subsequent response has been received, neither action has been taken despite issuing at least three non-compliance notices to the respective lot owners. All notices are sent via email and post to ensure that they are being received.

- **The current cost to file an application for Order of the Referee is \$88.90 ex GST.**
- **The current cost to file an application with Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST.**

1. Lot 61 Felicia, 2214 Arnold Palmer Drive - RZABL 3.1 (a) Repair & Maintenance

Distribution: PBC
<p>MOTION</p> <p>That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 61 Felicia comply with Residential Zone Activity By-Law 3.1 (c) Repair and Maintenance.</p> <p>RESOLVED</p>

Background

The property was initially reported to the compliance team on July 10, 2024. The front landscaping is currently overgrown and poorly maintained, failing to meet the established standards set forth in the RZABLs. These guidelines are designed to preserve the architectural aesthetics and overall appearance of the community.

1st Notice – 10.07.2024

First notice was issued requesting for the overgrown vegetation to be attended to. No correspondence from owner or rectification. A period of 21 days was given to rectify the matter.

2nd Notice – 01.08.2024

- Second notice was issued requesting for the overgrown vegetation to be attended to. No correspondence from owner or rectification. A further 14 days were given to rectify the matter.

3rd Notice – 19.08.2024



- Third Notice was issued advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owner of the property.



2. Lot 3 Harpullia, 8011 Key Waters - RZABL 3.1 (a) Repair & Maintenance

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 3 Harpullia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

RESOLVED

Background

The property was first reported to the compliance team on the 10th of July 2024. The property has noticeable staining covering the upper exterior portions of the principal structure. The staining on the rendering does not comply to the established standards outlined in the RZABLs, which are designed to uphold architectural aesthetics within the community.



1st Notice – 10.07.2024

- First Notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners to rectify the matter. A period of 28 days was given to rectify the matter.

2nd Notice – 20.08.2024

- Second notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners. A further 28 days were given to rectify the matter.

3rd Notice – 15.05.2024

- Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owners of the property.





3. Lot 12 Araucaria, 6257 Broken Hills Drive - RZABL 3.1 (a) Repair & Maintenance

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 12 Araucaria comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

RESOLVED

Background

The property was first reported to the compliance team on the 11th of June 2024. The property has very noticeable stained rendering covering the side and front upper exterior portions of the principal structure. The staining on the rendering does not comply to the established standards outlined in the RZABLS, which are designed to uphold architectural aesthetics within the community.

1st Notice – 11.06.2024

- First notice was issued requesting for the property to be cleaned and/or repainted. No correspondence or action was taken to rectify the matter. A period of 28 days was given before a second notice would be issued.

2nd Notice – 09.07.2024

- Second notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners. A further 28 days were given to rectify the matter.

Note – The property underwent change of ownership on the 22.07.2024. Matter was placed on hold until further instructions from BC Manager.

Email sent – 29.08.2024

- An email was sent to the new owners of the property regarding the existing stained rendering. It outlined that the previous owners had received two notices, but no response or action was taken. We requested that the property be cleaned and/or repainted by September 30, 2024, and provided recommendations for contractors. Unfortunately, we have not received any acknowledgment or correspondence from the new owners.



3rd Notice – 03.10.2024

- Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owners of the property.





4. Lot 97 Tristania, 1080 Edgecliff Drive - RZABL 3.1 (c) Landscaping

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 97 Tristania comply with Residential Zone Activity By-Law 3.1 (c) Repair and Maintenance.

RESOLVED

Background

The property was first reported to the compliance team on the 21st of August 2024. The property has severe overgrown landscaping/vegetation pertaining to the front and rear of the property.

1st Notice – 22.08.2024

- First notice was issued requesting for the overgrown landscaping/vegetation to be attended to. A period of 18 days was given to rectify the matter. No correspondence or action was taken by the owners.

2nd Notice – 10.09.2024

- Second notice issued requesting for the overgrown landscaping/vegetation to be attended to. A further period of 28 days was given to rectify the matter. No correspondence or action was taken by the owners.

3rd Notice – 09.10.2024

- Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owners of the property.





5. Lot 76 Tristania, 1061 Edgecliff Drive - RZABL 3.1 (a) Rendering

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 76 Tristania comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

RESOLVED

Background

The property was first reported to the compliance team on the 28th of August 2024. The property has stained rendering on the front upper exterior portions of the principal structure.

1st Notice – 28.08.2024

- First notice was issued requesting for the stained rendering to be cleaned and/or repainted. A period of 21 days was given to rectify the matter. No correspondence or action was taken by the owners.

2nd Notice – 18.09.2024

- Second notice issued requesting for the stained rendering to be cleaned and/or repainted. A period of 24 days was given to rectify the matter. No correspondence or action was taken by the owners.

3rd Notice – 15.10.2024



Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken by the owner.



6. Lot 24 Harpullia, 8032 Key Waters - RZABL 3.1 (a) & (c) Property Maintenance

Distribution: PBC

MOTION

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 24 Harpullia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

RESOLVED

Background

The property was first reported to the compliance team on the 6th of September 2024. The property has stained rendering on the front exterior portions of the principal structure and severe overgrown vegetation on the front and rear of the property.

NOTE**** It has also been noted that the property has a green pool. We are unable to breach for the issue, but we can instruct GCCC to enter the property with Security.



1st Notice – 06.09.2024

- First notice was issued requesting for the stained rendering to be cleaned and/or repainted, and for the overgrown vegetation of the front and rear of the property to be attended to. A period of 30 days was given to rectify the matter. No correspondence or action was taken by the owners.

2nd Notice – 14.10.2024

- Second notice was issued requesting for the stained rendering to be cleaned and/or repainted, and for the overgrown vegetation of the front and rear of the property to be attended to. A period of 28 days was given to rectify the matter. No correspondence or action has been taken by the owners as of yet.

3rd Notice – Will be issued on the 11th of November 2024.

There have been ongoing concerns with the property, including the recurring issues with stained rendering and overgrown vegetation. This situation not only detracts from the community's appearance but also poses as a potential hazard, such as attracting snakes and vermin to nearby properties.





7. Lot 61 Tristania, 1046 Edgecliff Place - RZABL 3.1 (c) & 4.8 (a) Property Maintenance & Unsightly Items

Distribution: PBC
<p>MOTION</p> <p>That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 61 Tristania comply with Residential Zone Activity By-Laws 3.1 (c) Repair and Maintenance & 4.8 (a) Unsightly Items.</p>
<p>RESOLVED</p>

Background

The property was first reported on June 7, 2024, due to noticeable overgrown vegetation in the front yard, along with an unsightly accumulation of building materials.

1st Notice Issued – June 7, 2024

In response, we received the following: *“We have received the compliance advice for property 1046 Edgecliff, Lot 61 on GTP 107217 Tristania, on behalf of the property owner. We have contacted the owner, but she had to leave today to attend to a family matter overseas. Given the circumstances, we kindly request an extension for this matter.”*

This response was acknowledged, and the matter was placed on hold.

On July 16, 2024, a follow-up email was sent to request an update regarding the timeline for addressing these issues.

The reply stated: *“I wanted to update you that we are currently in contact with the property owner. The owner is still overseas and is actively seeking a new builder to complete the remaining construction work. Given the current state of the construction industry, I kindly ask for your understanding and patience during this process. The owner needs additional time to resolve issues with the previous builder and secure a new one.”*

Upon reviewing the correspondence, it is evident that the same reasons have been used by the owners for the past two years. This pattern of repeated excuses raises concerns about the commitment to resolve these issues.





Request for Transfer of Incorrect Payment from PBC Water Account

If you need help completing this form, please contact Sanctuary Cove Community Services Limited on **07 5500 3333**.

Section 1 - Resident Information

Name Lot Number GTP/BUP Number
Address , SANCTUARY COVE QLD 4212
Email Phone

Section 2 – Payment Details

Date of Incorrect Payment
Amount Paid \$..... StrataPay Reference Number

Section 3 — Transfer Request

- I confirm that the above payment was made in error to the PBC Water Account.
- I request that the amount be transferred to my Body Corporate levy account.

Section 4 — Acknowledgement and Authority

I/we understand that:
1. This transfer request is subject to verification.
2. Once transferred, the funds will not be refunded from the Body Corporate levy account.
3. This request must be approved by the Committee or its representative.

Signature: Signature:

Dated: / / Dated: / /
D D M M Y Y Y Y D D M M Y Y Y Y

Section 5 — Submission

Please submit completed form to accounts@scove.com.au

**CORRESPONDENCE
FOR INFORMATION**



STANDARD OPERATING PROCEDURE (SOP)

SOP1

Parking Breaches/Towing

Purpose - To ensure towing of illegally parked vehicles is executed as per the PBC's instructions.



General –

Security personnel are to use the following guidelines to monitor parking within the Estate and the following steps when issuing Parking Breaches on behalf of the Bodies Corporate.

1. Breach Notices are to be issued to all vehicles that are parked on the Secondary Thoroughfare between the hours of 2am through to 5am 7 nights a week.
2. Before each Officer follows the steps listed below, the Officer is to do a Registration check of the vehicle in the Mobile App to check if the vehicle has been breached before, depending on the last time the vehicle was breached will determine which step the Officer will need to follow below.
3. When issuing a Breach Notice, 2 copies of the Breach Notice needs to be issued at the same time:
 - The first copy is placed under the windscreen wiper of the vehicle;
 - Second copy is to be filed in the 'Towing Breach Notices' lever arch file along with the 3 photographs; the breach under the vehicle's windscreen wiper, the front of the vehicle including the vehicle registration and the side of the vehicle showing location (more about filing to come).
4. Each time a Breach Notice is issued, a 30-day cycle applies. For example:
 - a. 1st Breach Notice received on 01 January 2020.
 - b. 2nd Breach Notice to be issued if illegally parked within 02 January 2020 – 31 January 2020 (inclusive).
 - c. When 2nd Breach Notice is issued the 30 day cycle begins again.
5. 1st Breach Notice issued will be on white paper. 2nd Breach Notice issued will be on yellow paper. Final Breach Notice will be issued on pink paper. **Vehicles are NOT to be towed on Final Breach Notice.**
6. After the pink Final Breach Notice has been issued, if the vehicle is illegally parked within the next 30 days, the vehicle is to be towed. For example:
 - a. Final pink notice received on 01 January 2020.
 - b. Vehicle to be towed if illegally parked within 02 January 2020 – 31 January 2020 (inclusive).
 - c. Vehicle **not** to be towed if illegally parked after 01 February 2020, the three notices starts again.
7. The following areas within the estate (Appendix 6) **do not permit** the PBC to tow on their behalf. No breach notices are required to be issued.
 - Lakeview Terraces (1035 through 1043)
 - Circa (7007 through 7026)



ROYAL PINES

8. Security is required to print all Breach Notices issued to the vehicle that has been towed and complete the Towing Register form (Appendix 4).

Steps each Officer is to follow when issuing a Notice or Breach

Steps	Warning/Notice	Action
Step 1	1st Breach Notice	<p>Security Officer to issue two copies of the '1st Notice of Contravention of By-Laws' (Appendix 1), one copy is filed and the second copy under the windshield wiper of the offending vehicle.</p> <p>Security Officer to record the parking violation in the Mobile App as 1st Breach Notice and take 3 photos as follows:</p> <ol style="list-style-type: none">1. Security Officer to photograph the placement of '1st Notice of Contravention of By-Laws' (Appendix 1) under the wiper.2. Take a photograph of the front of the vehicle showing the number plate of the vehicle3. Take a photograph of the side of the vehicle4. Security is to complete the Towing Register form (Appendix 4), with all details required.
Step 2	2 nd Breach Notice (Within 30 days)	<p>Security Officer to issue two copies of the '2nd Notice of Contravention of By-Laws' (Appendix 2), one copy is filed and the second copy under the windshield wiper of the offending vehicle.</p> <p>Security Officer to record the parking violation in the Mobile App as 2nd Breach Notice and take 3 photos as follows:</p> <ol style="list-style-type: none">1. Security Officer to photograph the placement of '2nd Notice of Contravention of By-Laws' (Appendix 2) under the wiper.2. Take a photograph of the front of the vehicle showing the number plate of the vehicle3. Take a photograph of the side of the vehicle4. Security is to complete the Towing Register form (Appendix 4), with all details required.
Step 3	3 rd Final Breach Notice (Within 30 days of 2 nd Breach Notice)	<p>Security Officer to issue two pink copies of the 'Final Notice of Contravention of By-Laws' (Appendix 3), one copy is to be filed and the second copy under the windshield wiper of the offending vehicle.</p> <p>Security Officer to record the parking violation in the Mobile App as 3rd Breach Notice and take 3 photos as follows:</p> <ol style="list-style-type: none">1. Security Officer to photograph the placement of 'Final Notice of Contravention of By-Laws' (Appendix 3) under the wiper.2. Take a photograph of the front of the vehicle showing the number plate of the vehicle



ROYAL PINES

		<p>3. Take a photograph of the side of the vehicle</p> <p>4. Security is to complete the Towing Register form (Appendix 4), with all details required.</p> <p>The Security Officer is to locate the 1st and 2nd Breach notices and file together with the Final Breach Notice in the 'Towing Breach Notices' lever arch file. Vehicles are NOT to be towed on Final Breach Notice. Refer to Step 5 on Page 2.</p> <p>Facilities Manager to advise the 'Private VBC' (as listed on page two, item 6) of the final breach issuance.</p>
Step 4	Towing	<p>If the vehicle is still violating the parking by-laws and the vehicle has not reached the minimum of 30 consecutive days without a breach, the vehicle is to be towed. The Officer is to contact the following towing company to have the vehicle removed:</p> <p>Midcoast Towing Pty Ltd ABN 82 161 531 559 31 Millaroo Drive, Helensvale Qld 4212 E: midcoasttowing@bigpond.com Ph: 5597 3274 M: 0408 761 043</p> <p>Call 5597 3274 first. If it is not answered or a tow truck has not arrived within an hour of the call, please call Matt on 0408 761 043. He is the owner of Midcoast and will attend the job himself.</p> <p>Compile all of the breach notices and photocopy the 'Towing Register' (Appendix 4) paperclip together and file in the 'Towing Forms and Towed Vehicles' lever arch file.</p> <p>Note: This process excludes the following areas as their Village Body Corporate (VBC) do not permit the PBC to tow on their behalf.</p> <ul style="list-style-type: none">• Lakeview Terraces (1035 through 1043)• Circa (7008 through 7024)

Steps for filing –



ROYAL PINES

IT IS IMPORTANT TO FOLLOW THESE STEPS IN CASE OF LEGAL ACTION

1. Staple the copy of the Breach Notice and the photograph together.
2. File the copy in date order within the village tab that the car was located.
3. Fill in the Towing Register spreadsheet with all the details requested (Appendix 4 'Towing Register' has examples). **Please note** approximate location can be 'in front of 7002A' or 'Vista Drive corner near 8012B'.
4. If the vehicle is on its 2nd notice, staple the copy of the 2nd Breach Notice and the photograph together. Find the 1st Breach Notice in the file, paperclip the 2nd notice on top of the first notice and file in date order. Then fill in the details onto the 'Towing Register' spreadsheet.
5. For the Final Breach Notice, staple the copy of the Final Breach Notice and the photograph together. Find the 1st and 2nd Breach Notices in the file, paperclip them all together with the Final Breach Notice on top of the other two and file in date order. Then fill in the details onto the 'Towing Register' spreadsheet.
6. Highlight the vehicle on the 'Towing Register' spreadsheet to make it easy to locate should it offend again.
7. **IMPORTANT STEP** - Once a vehicle has been towed, collect all the evidence that has been filed, then file all the paper work (1st Breach Notice and photograph, 2nd Breach Notice and photograph and Final Breach Notice and photograph) in the 'Towing Forms and Towed Vehicles' lever arch file.

Sanctuary Cove Security Services (SCSSL) Capacity and Cost Trends – October 2024

Lots Developed, Security Personnel and Costs.

Set out below are some key statistics regarding homes built, security staffing and total security costs.

Year	Homes Built	Lots	% Devt	Security Staff	Total Cost (\$000)	Homes Per Staff	Cost Per Lot (\$)	Cost Per Home (\$)
2015	1,211	1,823	66.4	40.8	2,905	29.7	1,594	2,399
2020	1,317	1,823	72.2	32.6	3,137	40.4	1,721	2,382
2024 (F)	1,593	1,823	87.3	32.6	3,500	49.2	1,920	2,197

- In the residential zones, homes built have grown by 31.5% from 1,211 (66.4% of total lots) in 2015, to a forecast of 1,593 (87.3% of total lots) by end FY24.
- At the same time, the number of homes built per security staff has grown by 65.7% from a low of 29.7 (40.8 staff) in 2015 to a high of 49.2 (32.6 staff) in 2024.
- While security costs per lot are lower than costs per home developed, this gap closes as a higher % of lots become developed and occupied, and hence consuming more security services. Effectively, occupied homes have been subsidized by vacant lots as can be seen by what cost per home would have been compared to charging all lots including vacant plots.

Notwithstanding the introduction of new technologies, with increased occupancy and demands on the security team in the residential zones, the ratio of homes (and occupants) per staff member is becoming hard to sustain.

Staff Turnover

It has also become increasingly difficult to recruit, train and retain security personnel, particularly in 2023 and 2024, where turnover has been 36% and 46% respectively.

Year	Staff Turnover %	Staff Turnover No	Staff
2021	15	5	33.3
2022	15	5	33.3
2023	36	12	33.3
2024 (Sept)	46*	15	32.6

*45% if based on budget establishment staffing of 33.6.

The key drivers of this turnover are cost of living pressures, unsociable hours and expectations of security officers beyond that expected of normal security guards. As such it will be necessary to consider some significant security officer % increases for FY25, some of which will be mandated by fair work increases and the need to renegotiate a new Enterprise Bargaining Agreement (EBA) with security staff.

Sanctuary Cove Security Services (SCSSL) Capacity and Cost Trends – October 2024

Budget for FY2025

The current budget for FY 2025 is summarised below, however, it should be mentioned that due to the staffing pressures above, the actual cost may need to be higher than the budget.

Year	Homes Built	Lots	% Devt	Security Staff	Total Cost (\$000)	Homes Per Staff	Cost Per Lot (\$)	Cost Per Home (\$)
2025 (B)	1,693	1,823	92.9	33.6	3,822	48.15	2,097	2,362

New/Recent Security Initiatives

- Added an additional 28 CCTV cameras at 17 new locations. CCTV network coverage now has 124 cameras.
- Stage 3 planning is underway to add more cameras at 6 new sites and 6 existing sites.
- A backup generator has been added to ensure gates can remain operational during power outages.
- Security radio network upgraded and solar power installed to maintain signals network during power outages.
- Intercom systems to be upgraded at entry gates.
- Improved operator surveillance capabilities being installed to better monitor gates and residential zone throughfares.
- Investigating further options to allow resident and visitor access while reducing tailgating and unauthorized access to the residential zone.

Additional Services Provided Beyond Normal Security Operations

- First aid and residence assistance.
- Maintenance and reset of resident alarm systems, programming of codes and back up battery replacement. Alarm testing.
- Maintenance of Fibre to the Home Network.
- Maintenance of own telecoms and security network.
- Reset and maintenance of own CCTV network.
- Gates and booms maintenance, programming and reset. Physical replacement of booms as necessary.
- Speed camera maintenance and utilisation, security footage monitoring, etc.
- Shutdown and isolation of water valves in common areas and residential homes to prevent and minimise damage.

Most of the above items would require additional contracts and cost with third party providers in other schemes.

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, PO Box 15 SANCTUARY COVE, QLD, 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:

SANCTUARY COVE PRINCIPAL

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:

Information about Proxies

This page is for information only and not part of the prescribed form.

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your proxy.

To authorise a proxy, you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence. Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners' corporations must keep the copy of the Proxy authorisation for 12 months.