



**MINUTES OF ANNUAL 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:** Monday 09 December 2024 at 10:00 AM

**Meeting time:** **10:04AM – 10:40AM**

**Chairperson:** Mr Stuart Shakespeare

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**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 Simon Hoyle (SH)
Lot 1790	Araucaria GTP 1790	Mrs Caroline Tolmie (CT)
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan (PK)
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare (SS)
Lot 107209	Alpinia GTP 107209	Mrs Dianne Taylor (DT)
Lot 107217	Tristania GTP 107217	Mr Mark Winfield (MW)
Lot 107278	Banksia Lakes GTP 107278	Mr Andrew Brown (AB)
Lot 107353	Woodsia GTP 107353	Mr Peter Hay (PH)
Lot 107360	Adelia GTP 107360	Mr Gary Simmons (GS)
Lot 107434	Zieria GTP 107434	Mr Hugh Martin (HM)
Lot 107442	Molinia GTP 107442	Mrs Cheryl McBride (CM)
Lot 107488	Darwinia GTP 107488	Mrs Jane Burke (JB)

**The following members present by Voting Paper and In Person:**

Lot 107209	Alpinia GTP 107209	(pre-voted)
Lot 107353	Woodsia GTP 107353	(pre-voted)
Lot 107360	Adelia GTP 107360	(pre-voted)
Lot 107442	Molinia GTP 107442	(pre-voted)
Lot 107488	Darwinia GTP 107488	(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 1701	Bauhinia GTP 1701	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 2504	Colvillia GTP 2504	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107106	Schotia Island GTP 107106	Electronic vote
Lot 107399	Caladenia GTP 107399	Electronic vote

Lot 107406 Corymbia GTP 107406  
Lot 107432 Fuschia GTP 107432

Electronic vote  
Electronic vote

**The following members were present by Proxy:**

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

**Present by Invitation:**

**Apologies:**

Mr Richard Sherman (RS) – Bauhinia  
Mr Nick Eisenhut (NE) - Plumeria  
Mr Wayne Bastion (WB) – Schotia Island  
Mr Robert Nolan (RN) - Colvillia  
Mr Tony McGinty (TM) – Caladenia  
Mr Mick McDonald (MM) – Mulpha Lot 83  
Mr Stephen Anderson (SA) – Mulpha Lots 21 & 81 and Alphitonia

The following members were not financial for the meeting:

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

## Motions

**1 Financial Statements Year Ending 31 October 2024 (Agenda Item 1) Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that the Principal Body Corporate:

(a) accepts that the body corporate is a non-reporting entity and that to the best of the knowledge and belief of the Members of the body corporate, would remain so in the current financial year; and

(b) approves and adopts the audited Statements of Income and Expenditure for the year ending 31 October 2024 showing a deficit of \$187,733.24 in the Administration Fund and a surplus of \$423,555.85 in the Sinking Fund, together with the Statement of Assets and Liabilities as of 31 October 2024 showing total Net Assets (accumulated funds) of \$7,368,683.95.

Yes	25
No	0
Abstain	1

**Note:**

*The PBC Administrative Fund Balance year ending 31 October 2024 is \$618,370.87 given the carried forward balance of \$806,104.11 from the previous year. The PBC Sinking Fund Balance year ending 31 October 2024 is \$6,750,313.08.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				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		

<b>2</b>	<b>No Appointment of Auditor (Agenda Item 2)</b>	<b>Special Resolution</b>
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Statutory Motion Submitted by Chairperson

**Motion DEFEATED.**

**RESOLVED** that pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985, and in accordance with the provisions of Part 2 of the Second Schedule Sections 1(5A), 1(5B) and 1(5C) of the Building Units and Group Titles Act 1980 the accounts of the body corporate relating to the financial year ending 30 October 2025 not be audited.

Yes	2
No	24
Abstain	0

**Please note:** If you want the accounts to be audited, vote NO.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				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	

<b>3</b>	<b>Appointment of Auditor (Agenda Item 3)</b>	<b>Ordinary Resolution</b>
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Statutory Motion Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985 and Part 2 of the Second Schedule Section 1(5) (ba) of the Building Units and Group Titles Act 1980, auditors PKF Chartered Accountants to conduct the audit of the body corporate financial records for the financial year ending 31 October 2025 at a cost of \$4,917 inc GST.

Yes	25
No	1
Abstain	0

**Note:**

*Price has increased \$11.00 from last year.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				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		
Colwillia		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 Strata Residential Property Insurance (Agenda Item 4) Ordinary Resolution**

Statutory Motion Submitted by Chairperson **Motion CARRIED.**

**RESOLVED** that the PBC accepts the renewal invitation from CHU Underwriting Agency for strata residential insurance (excluding flood cover) at a total cost of \$267,545 (including GST, stamp duty and administration fee) and approve payment in full, with the premium of \$80,263.50 Inc. GST being apportioned to the PTBC and the balance being \$187,281.50 Inc GST payable by the PBC.

Yes	26
No	0
Abstain	0

Period of Cover: 31/12/2024 to 31/12/2025

- Community Property \$139,774,265
- Community Income \$20,966,139
- Common Area Contents \$1,397,743
- Machinery Breakdown sum Insured \$250,000
- Loss of Rent / Temporary Accommodation/Community Income/Storage \$3,144,920
- Catastrophe Insurance \$19,016,906
- Deductibles: Community Property \$10,000
- Machinery Breakdown \$1,000

*Premium: \$267,545 Flood Cover excluded. Machinery Breakdown was included in a separate policy previously, this is now consolidated. Public Liability, Fidelity Guarantee, Office Bearers Legal Liability and Government audit and legal expenses now covered under the individual Public liability policies.*

*Insurance report note: Successful renewal negotiation secured a rate reduction for the coming year via existing insurer CHU.*

**NOTE: MN for Harpullia suggested a summary for following year instead of multiple pages from broker.**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonea	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 Public Liability Insurance (Agenda Item 5) Ordinary Resolution**

Statutory Motion Submitted by Chairperson **Motion CARRIED.**

**RESOLVED** that the PBC accepts the renewal invitation from CHU Underwriting Agency for Public Liability insurance at a total cost of \$25,785.00 (including GST, stamp duty and administration fee) and approve payment in full, with the premium of \$12,595.00 (inc GST, stamp duty and administration fee) being apportioned to the PTBC, no portion being apportioned to the RBC's, and the balance being payable by the PBC \$13,190.00 Inc GST.

Yes	26
No	0
Abstain	0

Period of Cover: 31/12/2024 to 31/12/2025

Liability to others to a limit of \$50,000,000

Voluntary Workers:

- Death \$200,000
- Total Disablement \$2,000 per week

Government Audit Costs & Legal Expenses:

- Government Audit Costs \$25,000
- Appeal Expenses \$100,000
- Legal Defence Expenses \$50,000

Fidelity Guarantee \$100,000

Office Bearers Legal Liability \$10,000,000

*Premium: \$25,785.00*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				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		

## ELECTION OF PBC EXECUTIVE COMMITTEE

As only one (1) nomination was received for the position of Chairperson, Mr Stuart Shakespeare was elected unopposed to the role of PBC Chairperson at the meeting.

As only one (1) nomination was received for the position of Secretary, Mrs Cheryl McBride was elected unopposed to the role of PBC Secretary at the meeting.

As only one (1) nomination was received for the position of Treasurer, Mr Paul Kernaghan was elected unopposed to the role of PBC Treasurer at the meeting.

As there were five (5) nominations received for the four (4) available Ordinary Committee Member on the PBC Executive Committee positions, a secret ballot was conducted to duly elect Ordinary Committee Members to the PBC Executive Committee. In accordance with Schedule 3, (9) of the Sanctuary Cove Resort Act, the Chairperson delegated duties under Schedule 3, (9) (4) to the Secretary.

The secret ballot was conducted in view of all present at the meeting acting in the capacity of scrutineers.

***The scrutineer appointed by the meeting (MN for Zieria) declared on inspection that 10 voting envelopes had required information that was either incorrect or had been omitted. Therefore, these votes should be considered invalid. The Chairperson presented this finding to the attendees and asked if there were any objections to including the 10 envelopes in the count. The only objection was raised by MN for Zieria. As a result, all envelopes were accepted for inclusion in the secret ballot outcome due to only one position in question.***

***MN for Adelia suggested that the ballot envelopes be revised in the future to provide clearer instructions.***

At the end of the count, the Chairperson advised the meeting of the results of the secret ballot, being: - Mrs Simone Hoyle 21 votes, Mr Andrew Brown 19 votes, Ms Dianne Taylor 19 votes, Mr Brian Earp 16 votes and Mr Mark Winfield 11 votes.

The following successful nominees are duly elected to their respective positions on the Principal Body Corporate Executive Committee as follows:

<i>Chairman:</i>	Mr Stuart Shakespeare
<i>Secretary:</i>	Mrs Cheryl McBride
<i>Treasurer:</i>	Mr Paul Kernaghan
<i>Executive Committee</i>	Mr Andrew Brown
	Mr Brian Earp
	Mrs Simone Hoyle
	Ms Dianne Taylor

As only one (1) nomination was received from the floor by MN for Molinia for the PBC Members Nominee to the PTBC, Mr Stuart Shakespeare was duly appointed to the role.

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

**MEETING CLOSED** at 10:40 AM

Chairperson: Mr Stuart Shakespeare