



MINUTES OF PBC EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services, Shop 1A, Masthead Way Sanctuary Cove
Date and time of meeting: Thursday 16th January 2025
Meeting time: 10:20AM – 12:33PM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Banksia Lakes GTP 107278 Owner Banksia Lakes GTP 107278 Rep: Mr Andrew Brown (AB)
Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

The following members were present by Proxy:

The following members were present by Voting Paper:

Present by Invitation:

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)
Mrs Brogan Watling, In-House Counsel – arrived at 11:55am

Apologies:

Ms Dianne Taylor

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 14th November 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 14th November 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

2 Approval of PBC EC VOC ARC Minutes 13th December 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the Minutes of the PBC Executive Committee VOC Meeting held on 13th December 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	0

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

3 Approval to submit referee application for Lot 24 - Harpullia (Agenda Item 6.3)

ORDINARY RESOLUTION

Proposed by: Chairperson

CARRIED

RESOLVED 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) & (c) Repair and Maintenance.

Yes	6
No	0
Abstain	0

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

7. Correspondence for Information:

- Noted

8. Correspondence for Action:

8.1 PTBC Expenditure on Golf & Country Club Lake:

- The Chair (SS) noted that it appears previous PTBC VOCs have been approved by PTBC EC members for expenditure, which is a process that should only occur at PTBC EGMs. Concern was expressed re the PTBC EC members' ability to expend funds outside the approved budget. SS will pursue explanation of past and future expenditure that is unrelated to the Primary Thoroughfare.

8.2 Concerns over MSCD lot appearance:

- Several sites owned by MSCD remain unsightly
- The Chair (SS) advised that he has written to MSCD requesting the lots be restored and was informed that the work was expected to be completed prior to Christmas 2024. He will follow up.

8.3 Dog gathering issue at Paul Toose Park:

- MN for Molina (CM) noted that the RBC has a level of responsibility regarding by-law breaches. They will be requested to assist. Photos of violations, including the buggy plate as evidence, should be taken. Like other issues of noncompliance, evidence is required prior to submitting an application to the Referee. Additionally, a sign to remind residents that dogs must remain on leashes will be erected and bollards may also be installed to prevent buggy access.
- MBC (JS) will follow up with Security to confirm whether cameras are currently installed at Paul Toose Park or if there are plans to install them in the future.

9. Reports for Information:

9.2 Finance:

- MN for Harpullia (PK) will compile a report on the financial and Board update to present at the next PBC EGM meeting.

9.5 MIPs:

- **316 Stage 2 DCBLS** – Amend to ‘resolution to be confirmed’
- **399 Amenities across the Resort** – Remove
- **419 Village Gates** – Extended to June 2025, New gates
- **426 Cypress Point** – The buggy path remains unrepaired; follow up with SF for an update. Additionally, request an update from SF regarding the temporary lighting.
- **427 OptiComm Sale** – Change heading to PBC FTTH Network Solution. Shaun Clarke (SC) has agreed to lead this task with working party members, SF (FM) and Mike Telea (SCSSL).
- **429 Purchasing Policy Update** –Mika (MY) and Brogan (BW) to present.
- **431 Emergency Plan** – Delete all points and add Kira (KC) to source app details/costs from t the Golf Club. Their app is effective and user friendly.

10. General Business:

- CM mentioned that MN for Araucaria (CT) will be concluding her role at the end of January 2025. With MN for Adelia (GS) having recently resigned, it was suggested that a letter be sent thanking them for their work and commitment.
- Orientation for new MNs will be held after February 2025, with CM and BE reviewing the PowerPoint beforehand. CM also suggested pairing new MNs with more experienced ones for support.
- In-House Counsel (BW) will investigate PBC responsibility for Alpinia and other common property in SC
- The Chair (SS) noted that staff acting to ensure compliance have been abused while conducting routine checks. There was discussion about the possibility of Security accompanying them during potentially contentious visits. .
- In-House Counsel (BW) presented a copy of the towing policy from Royal Pines and will reach out to obtain a copy of their by-laws as well.
- JS will further investigate an incident where an Uber driver hit and damaged a streetlight on The Point Circuit on 19th November 2024. PBC is seeking reimbursement for the cost of repair.
- The email from the Chairperson at Schotia Island (LU) regarding overnight parking at the boat ramp was discussed. The PBC EC has agreed to deny all requests, as alternative parking and storage is available outside the gates.
- The Chair (SS) discussed a further invoice from Grace for work related to the QCAC application for 4638. As this has not been approved by the PBC EGM, BW will discuss the additional fee with Grace.

10.2 Administration and Management Agreement:

- Draft copies will be ready by the end of March 2025.
- Keep the RBCs informed. Consultation and transparency are essential.
- A cost estimate from Jason Carlson has been obtained to draft the Administration and Management Agreement for the PBC. SCCSL has agreed to allow inhouse counsel to complete the task for the PBC & PTBC. The cost will be significantly reduced.

11. Next Meeting – Thursday 13th February 2025 @ 9:00am

12.– Meeting Closed @ 12:33PM

A handwritten signature in black ink, appearing to be 'SMS', written over the dotted line of the chairperson's name.

Chairperson:

