



**NOTICE OF COMMITTEE MEETING,
VOTING OUTSIDE OF MEETING
OF THE PRINCIPAL BODY CORPORATE
EXECUTIVE COMMITTEE**

Type of Meeting Voting Outside Committee Meeting
Date and Time of meeting Monday 20th January 2025, 4:05PM

You are advised that a Meeting of the Sanctuary Cove Principal Body Corporate Executive Committee is being held as a Voting Outside Committee Meeting, and votes must be returned by Monday 20th January 2025, 4:00PM.

This notice is forwarded to all committee members.

Note: Only PBC EC members are required to vote.

The following agenda sets out the substance of the motions to be considered at the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd,
for and on behalf of the Secretary.

Motion

1. Body Corporate ARC Report 15th January 2025

Reply To PO Box 15 SANCTUARY COVE QLD 4212

VOTING PAPER
Committee Meeting for PBC EC

Location of meeting: Voting Outside Committee Meeting

Date and time of meeting: Monday 20th January 2025, 4:05PM

Instructions

If you want to vote using this voting paper, then mark either YES, NO or ABSTAIN (e.g., by a circle) printed opposite each motion you wish to vote on. You may vote on 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.

MOTION

Explanatory Note:

Due to the PBC EC meeting being held the following day, 16 January 2025, a VOC has been raised for the PBC EC approval of the ARC minutes so as not to delay the issue of Decision Notices to the applicants.

1 Body Corporate ARC Report 15th January 2025 **ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 15th January 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 15th January 2025.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 15th January 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Body Corporate Manager, at its meeting held 15th January 2025.

Yes	
No	
Abstain	

Name of voter: _____

Signature of voter: _____ **Date:** _____



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212

Date of Meeting: Wednesday, 15 January 2025

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:04am **Finish Time:** 10:35am

Attendance

The following Committee members were present in person at the meeting:

Chairperson Mrs Caroline Tolmie (CT)
Ordinary Mr Stuart Shakespeare (SS)
Ordinary Mr Craig Eccles (CE)
Ordinary Mr Peter Ginn (PG)

Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non – Voting	Ms Kira Cook (KC)	Building Approvals Officer
Non – Voting	Mrs Caitlin Coombridge	Building Approvals Manager
Non – Voting	Mrs Jodie Syrett	Manager Body Corporate

Apologies

Ordinary Mr Paul Lynam (PL)
Ordinary Mr John Venn (JV)

Conflict of Interest

SS raised concerns about a potential conflict of interest involving MJ and the property at 5704 Observation Crescent. The application was submitted under MJ's subsidiary company, PALAIS DESIGNS. MJ confirmed that he would leave the room during discussions regarding this property.

Meeting Recorded

No

BUSINESS ARISING

4.2 1028 Edgecliff Drive – Pontoon

The ARC has reviewed and provided feedback on the owner’s confirmation to reduce the beam width of Vessel “A” to 5 meters instead of 6 meters. This adjustment aligns with the width of the vessel they intend to moor at the pontoon and provides additional clearance, addressing the neighbours’ concerns regarding the safe mooring of the vessel.

The ARC is satisfied with this outcome and has requested that a letter be drafted by our in-house counsel to confirm the reduced maximum beam.

4.3 7310 Bayside Close – Retaining Wall Repair

The ARC reviewed and provided feedback on the applicants’ request to repair the retaining wall. The committee is in favour of the proposed change and has advised that no formal application is required, as the work falls under “Repair and Maintenance.”

4.4 8083 Riverside Drive – Gazebo

The ARC reviewed and compared the October 2024 submission with the February 2024 approval and confirmed their support for the gazebo's location as indicated in the October submission. An amended Decision Notice will be issued to the owners to confirm this approval.

4.4 8012 Riverside Drive – Exterior Paint

The ARC reviewed and provided feedback to the applicants’ Exterior Paint request. The committee is in favour of the proposed change. Approval has been provided with the condition that the works are in accordance with the colours provided.

MOTIONS

1	ARC Minutes of Previous Meeting	CARRIED
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Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 2 December 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

5 5704 Observation Crescent, Lot 12 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee does not recommend the application for Major Alterations at 5726 Observation Crescent to be approved by the Principal Body Corporate (PBC) subject to:

1. **Stormwater Connection** - Stormwater is required to be connected to a legal point of discharge.
2. **Thoroughfare Building Line** – Corner not complaint, amended plans required with a minimum of 2m.
3. **Thoroughfare Building Line** – Not compliant at 5.4m to garage, amended plans must have a minimum of 6m.
4. **Lot Coverage** – New calculations required for amended plans.

Yes	4
No	0
Abstain	0

*MJ left during discussion due to a Conflict of Interest

6 5726 Observation Crescent, Lot 23 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for Major Alterations at 5726 Observation Crescent to be approved by the Principal Body Corporate (PBC) subject to:

1. **Thoroughfare Building Line** – Pool house setback not compliant at 1042mm, amended plans must have a minimum of 1500mm.
2. **Swimming Pool Fences** – Must be in accordance with requirements of local authority.
3. **Open Roofed Structures** - Not complaint at 46sqm, pool house must be a maximum of 35sqm on amended plans.
4. **Open Roofed Structure Setback** – Not compliant at 1042mm from road.
5. **Address Numbers** – must comply with By-Law 2.18.5
6. **Letter Box** – must comply with By-Law 2.18.6
7. **Stormwater Connection** - Stormwater is required to be connected to a legal point of discharge.

Yes	4
No	0
Abstain	0

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

8. **Principal Structure Height** – Minor relaxation. Approved: 8.5m. Proposed: 8.675m.

7 5920 Turnberry Terrace, Lot 48 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for Major Alterations at 5920 Turnberry Terrace to be approved by the Principal Body Corporate (PBC) subject to:

Yes	4
No	0
Abstain	0

1. **Side Boundary Building Line** – Ensuite not complaint at 1.1m, amended plans must have a minimum of 1.5m
2. **Swimming Pool Fences** – Must be in accordance with requirements of local authority.
3. **Exterior Finish** – Finish to meet requirements of the DCBLs
4. **Plant Pallet** - All plants are to be selected from the Sanctuary Cove Planting Palette. Plants must not be on the Noxious Plants list
5. **PVC Conduit** – must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
 - a. 150mm diameter PVC Conduit
 - b. 500-600mm from the inside of the kerb
 - c. 300mm depth to the top of the pipe
 - d. 300mm protrusion from both ends of the driveway
6. **Swimming Pool Pump** - must be enclosed in an Acoustic Enclosure due to close proximity to side boundary
7. **External Meters, Tanks and Hot Water Unit** – no information provided, must be fully screened or enclosed.
8. **Address Numbers** – must comply with By-Law 2.18.5
9. **Letter Box** – must comply with By-Law 2.18.6
10. **Stormwater Connection** - Stormwater is required to be connected to a legal point of discharge.
11. Boat and Caravan not permitted to be visible under the RZABLs
12. **Dual Occupancy not permitted.**

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

13. **Principal Structure Height**
14. **Lot Coverage** – Minor relaxation. Allowed: 40%. Proposed: 41%
15. **Thoroughfare Building Line**
16. **Driveways**
17. **Landscape Open Space**
18. **Fence**

11 Executive Architect / Building Approvals Officer recommendations – ending 8 Jan 2025 **CARRIED**

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee notes and accepts the following building applications recommended for approval by the Principal Body Corporate EC as submitted by Executive Architect and Building Approvals Officer for the period ending 8 January 2025.

Yes	4
No	0
Abstain	0

1. **5228 Bay Hill Terrace, Lot 88 Colvillia**
Return of Compliance Agreement Fee
2. **5298 Marine Drive North, Lot 79 Roystonia**
Return of Compliance Agreement Fee
3. **7065 Riverview Crescent, Lot 22 Plumeria**
Return of Compliance Agreement Fee

12 ARC Recommendation to the PBC – 16 Jan 2025 **CARRIED**

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 16 January 2025.

Yes	4
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

Minor Cosmetic Application Fee

The ARC recommends that the PBC approve the updated Schedule of Application Fees. This includes introducing a Minor Cosmetic Application Fee of \$300 (inclusive of GST) to cover the administrative costs associated with processing and assessing these applications.

Livingstonia Proposed Character Zone Amendments and Application Process

The Livingstonia Character Zone and application process have now been approved and are in effect for all future applications. The Florida Room application at 5115 St Andrews Terrace has been taken off hold and will now be processed and assessed against the amended character zone requirements.



Bauhinia Character Zone – Front Garden Tree

The ARC reviewed the request by the owner of 4606 The Parkway to remove the tree in front of their property. This request was assessed against the DCBL Character Zone 1 requirements, which state:

6. The area between the Front Boundary and the face of the front fence:

6.3 must where space permits, have one tree (either a Gold Panda or a Little Gem Magnolia) or another approved selection from the Sanctuary Cove Planting Palette for Residential Lots.

As per this by-law, a tree is required to remain in this area.

It has been observed that several properties governed by Character Zone 1 have removed this feature tree without obtaining prior approval. As a result, the ARC has requested the following actions:

1. Confirm with the Facilities Department whether the tree root system is causing damage to the road pavers.
2. Issue a letter to all owners within this Character Zone who have removed their tree without approval.

Name of voter: _____

Signature of voter: _____ **Date:** _____

DRAFT