



**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 30 January 2025 at 10:00 AM  
**Meeting time:** 10:00am – 12:20pm  
**Chairperson:** Mrs Cheryl McBride

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**ATTENDANCE**

**The following members were Present in Person at the meeting:**

|            |                           |  |
|------------|---------------------------|--|
| Lot 1701   | Bauhinia GTP 1701         | Mr Richard Sherman (RS)                |
| Lot 1702   | Cassia GTP 1702           | Mr Peter Cohen (PC)                    |
| Lot 1703   | Washingtonia GTP 1703     | Mr David Francis (DF) – Dep at 11:35am |
| Lot 1712   | Livingstonia GTP 1712     | Mr Brian Earp (BE)                     |
| Lot 1769   | Roystonia GTP 1769        | Mrs Simone Hoyle (SH) – Dep at 11:11am |
| Lot 1790   | Araucaria GTP 1790        | Mrs Caroline Tolmie (CT)               |
| Lot 2207   | Plumeria GTP 2207         | Mr Nicholas Eisenhut (NE)              |
| Lot 107045 | Harpullia GTP 107045      | Mr Paul Kernaghan (PK)                 |
| Lot 107106 | Schotia Island GTP 107106 | Mr Wayne Bastion (WB)                  |
| Lot 107217 | Tristania GTP 107217      | Mr Mark Winfield (MW)                  |
| Lot 107434 | Zieria GTP 107434         | Mr Hugh Martin (HM)                    |
| Lot 107399 | Caladenia GTP 107399      | Mr Tony McGinty (TM) – Dep at 12:13pm  |
| Lot 107406 | Corymbia GTP 107406       | Mrs Shawlene Nefdt (SN)                |
| 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 1769 | Roystonia GTP 1769 | Owner present (pre-voted) |
| Lot 2207 | Plumeria GTP 2207  | Owner present (pre-voted) |

**The following members present by Voting Paper:**

|            |   |                 |
|------------|---|-----------------|
| Lot 21     | Mulpha Sanctuary Cove<br>(Developments) Pty Limited | Electronic vote |
| Lot 81     | Mulpha Sanctuary Cove<br>(Developments) Pty Ltd     | Electronic vote |
| Lot 83     | Mulpha Sanctuary Cove<br>(Developments) Pty Limited | Electronic vote |
| Lot 2504   | Colvillia GTP 2504                                  | Electronic vote |
| Lot 7509   | Alphitonia GTP 107509                               | Electronic vote |
| Lot 107053 | Acacia GTP 107053                                   | Electronic vote |
| Lot 107209 | Alpinia GTP 107209                                  | Electronic vote |
| Lot 107278 | Banksia Lakes GTP 107278                            | Electronic vote |
| Lot 107128 | Felicia GTP 107128                                  | Electronic vote |

Lot 107432 Fuschia GTP 107432 Electronic vote  
Lot 107353 Woodsia GTP 107353 Electronic vote

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**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)  
Mrs Brogan Watling – Inhouse Counsel (BW) 10:55am to 11:35am  
Mrs Maxine Monroe – Observer from Araucaria (MM)

**Apologies:**

Mr Michael Longes  
Mrs Dianne Taylor  
Mr Stephen Anderson  
Mr Mick McDonald  
Mr Andrew Brown  
Mr Robert Nolan  
Mr Stuart Shakespeare  
Mr Nabil Issa  
Mr Peter Hay

The following members were not financial for the meeting:

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

As Mr Stuart Shakespeare was absent from the meeting, Mrs Cheryl McBride assumed the role of chair and called for a show of hands for approval. There were no objections.

**Motions**

**1 Approval of Previous General Meeting Minutes - 28 November 2024 Ordinary Resolution  
(Agenda Item 1)**

Statutory Motion Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that the Minutes of the PBC Extraordinary General Meeting held on 28th November 2024 be accepted as a true and correct record of the proceedings of the meeting.

|         |    |
|---------|----|
| Yes     | 21 |
| No      | 0  |
| Abstain | 5  |

| Members Name  | Yes | No | Abstain | Members Name     | Yes | No | Abstain |
|---------------|-----|----|---------|------------------|-----|----|---------|
| Acacia        |     |    | X       | Fuschia          |     |    | X       |
| Adelia        |     |    |         | 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 Approval of PBC AGM Minutes 9th December 2024 (Agenda Item 2) Ordinary Resolution**

Statutory Motion Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that the Minutes of the PBC Annual General Meeting held on 9th December 2024 be accepted as a true and correct record of the proceedings of the meeting.

|         |    |
|---------|----|
| Yes     | 20 |
| No      | 0  |
| Abstain | 6  |

| Members Name  | Yes | No | Abstain | Members Name     | Yes | No | Abstain |
|---------------|-----|----|---------|------------------|-----|----|---------|
| Acacia        |     |    | X       | Fuschia          |     |    | X       |
| Adelia        |     |    |         | 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       |

Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that the PBC accepts the Insurance Policy Fee for Service from Resilium Insurance Broking for the management of insurance policies of 31/12/2024 - 31/12/2025 in the amount of \$14,960.00 (including GST) with the amount of \$3,242.16 (including GST) being apportioned to the PTBC and the balance of \$11,717.84 (including GST) by the PBC.

|         |    |
|---------|----|
| Yes     | 26 |
| No      | 0  |
| Abstain | 0  |

*This reflects a 0.03% increase on last year's premium.*

| Members Name  | Yes | No | Abstain | Members Name     | Yes | No | Abstain |
|---------------|-----|----|---------|------------------|-----|----|---------|
| Acacia        | X   |    |         | Fuschia          | X   |    |         |
| Adelia        |     |    |         | 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   |    |         |

Submitted by Chairperson

**Motion CARRIED.**

**RESOLVED** that the PBC EGM adopts the BC-25 Debt Recovery Policy Version 16 as attached to this Meeting Notice as **ANNEXURE 'A'**.

That the Proprietors of PBC Titles Plan 202, **FURTHER THAT** pursuant to the *Building Units and Group Titles Act 1980* for the purpose of collecting levy contributions to authorise the Body Corporate Manager (pursuant to section 50 of the Act) and/or the Committee to do any one or more of the following:

|         |    |
|---------|----|
| Yes     | 26 |
| No      | 0  |
| Abstain | 0  |

1. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, water including penalties, interest, legal and other costs;
2. to retain legal representation of Grace Lawyers Pty Ltd on behalf of the Proprietors - PBC Group Titles Plan 202;
3. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings on behalf of the Body Corporate against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
4. enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing and commencing and maintaining bankruptcy proceedings or winding up proceedings;
5. filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
6. liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

| Members Name  | Yes | No | Abstain | Members Name     | Yes | No | Abstain |
|---------------|-----|----|---------|------------------|-----|----|---------|
| Acacia        | X   |    |         | Fuschia          | X   |    |         |
| Adelia        |     |    |         | 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   |    |         |

Submitted by Chairperson

**Motion was  
withdrawn from the  
floor of the meeting  
by the proposer**

**RESOLVED** that the PBC agrees to the fee increases of Michael Jullyan, Executive Architect, as set out in the table below (with changes marked in grey) for his assistance in guiding the PBC on building approval applications within Stage 1.

|         |   |
|---------|---|
| Yes     | 0 |
| No      | 0 |
| Abstain | 0 |

|                     | First Submission (Current) | First Submission (Proposed) | Resubmission (Current) | Resubmission (Proposed) |
|---------------------|----------------------------|-----------------------------|------------------------|-------------------------|
| New Houses          | \$650                      | \$900 + GST                 | \$500                  | \$600 + GST             |
| Major Alterations   | \$600                      | \$900 + GST                 | \$450                  | \$600 + GST             |
| Minor Alterations   | \$500                      | \$500 + GST                 | \$400                  | \$400 + GST             |
| Preliminary         | \$N/A                      | \$300 + GST                 | \$N/A                  | \$300 + GST             |
| Pool                | \$300                      | \$300 + GST                 | \$200                  | \$200 + GST             |
| Landscape           | \$300                      | \$300 + GST                 | \$200                  | \$200 + GST             |
| Colours             | \$350                      | \$350 + GST                 | \$200                  | \$200 + GST             |
| Artificial Grass    | \$300                      | \$150 + GST                 | \$200                  | \$100 + GST             |
| Screened Enclosures | \$400                      | \$450 + GST                 | \$300                  | \$300 + GST             |
| Decks               | \$450                      | \$450 + GST                 | \$300                  | \$300 + GST             |
| Hourly Rate         | \$300                      | \$300 + GST                 | \$300 + GST            | \$300 + GST             |

**NOTE: More information is required before the MNs can decide on the proposed increase.**

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

## **6. Correspondence for Information:**

### **6.1 PTBC Expenditure on GC Lakes:**

- The Acting Chairperson (CM) noted that Kate Bourke's email is questioning why the PTBC should be contributing to a SCGCC expense when it is not related to a primary thoroughfare issue.
- MN for Washingtonia (DF) noted that the lake on the Golf Course plays a crucial role in directing water runoff to Sanctuary Cove for flood mitigation, a factor that was not addressed in the concern. The Acting Chairperson (CM) noted that Stuart (SS) will request further information from the CEO SCGCCL to determine why the PTBC should be contributing to a SCGCC issue.

### **6.2 Resignation letter from MN for Adelia, Gary Simmons:**

- The Acting Chair (CM) acknowledged and recognised Gary (GS) for his hard work and contribution in his role as MN for Adelia, and his participation in the PBC EGMs. A letter of appreciation will follow from the Chairperson (SS).

### **6.3 Quay line Information:**

- The Acting Chair (CM) noted that all reports attached in CFI show that the boat in question is allowed to moor at the pontoon.
- MN for Plumeria enquired into updated quay line plans for Harbour 2. Manager of Body Corporate, Jodie (JS) to follow up to secure quay line plans for all SC harbours.

### **6.7 Governance Review Update:**

- MN for Roystonia (SH) advised that a meeting is scheduled for 6th February 2025 at 2:30pm to discuss the Blueprint provided to the Member Nominees by Directors Australia. The meeting will include a one-hour interactive Q&A session, and SH will present a plan for 2025.
- MN for Schotia Island (WB) requested a summary document to be provided for residents who have not been involved in this process. SH will provide a one-page summary, which will go to RBC Committee Members
- CM acknowledged Cynthia Gillespie for her involvement and advice throughout the process.

## **7. Correspondence for Action:**

### **7.1 MSCD sites unsightly:**

- MN for Cassia (PC) mentioned that the Aveo site continues to be in the worst condition
- The Acting Chair (CM) advised that Stuart (SS) had followed up twice with MSCD. He was informed rectification would take place by Christmas. It has not occurred.
- MN for Tristania (MW) noted that the Gold Coast City Council (GCCC) would not accept the site in its current state, as it could be harbouring snakes, rats, and other vermin.
- MN for Harpullia (PK) explained that the PBC would need to act and issue a breach notice to MSCD for the condition of the site. If no action is taken after the third breach, an application to the referee for further action would be necessary.
- The Acting Chair (CM) advised to add as an action item – JS to draft a breach notice to MSCD regarding unsightly lots to send to SS for approval.
- Other unsightly areas identified by MNs were Cypress Point and Lot 4 Forest Hills Drive. The same process of adhering to the RZABs will be actioned.

### **7.2 Unofficial Dog Park Complaint:**

- Brogan – Inhouse Counsel (BW) noted that Schotia Island Park is located on a Secondary Thoroughfare. The PBC manages the use of Schotia Island Park through the Secondary Thoroughfare by-laws.

- BW advised that there is no specific by-law requiring dogs to be on leashes, as the RZABLS apply to residential zones rather than secondary thoroughfares. To enforce, the Secondary Thoroughfare by-laws would require an additional bylaw prohibiting dogs off leash.
- BW recommended that Schotia Island submit a motion through their MN to amend the Secondary Thoroughfare By-law to include this requirement. This amendment would need to be passed as a special resolution through the PBC.

### **7.3 Alpinia Common Property:**

- The Acting Chair (CM) noted that Alpinia RBC suggested PBC take over the responsibility of their common property.
- MN for Harpullia (PK) noted this could create a legal issue as PBC cannot spend money unless it is for the Secondary Thoroughfare. He advised there are a growing number of issues in SC on RBC common properties. A policy is required to address a site wide issue. There were no volunteers to commence the policy.
- MN for Tristania (MW) suggested Brogan (BW) develop and advise on a policy.

### **7.4 Unapproved kerb ramp approval:**

- The Acting Chair (CM) noted the resident has requested approval for a blended ramp to be installed by Smart Stone. The MNs agreed to write a letter of support to Smartstone to complete the work transacted, noting the resident will cover the installation cost. Jodie (JS) will provide written confirmation.

## **8. General Business:**

### **8.1 Fibre to the Home (FTTH):**

- The Acting Chair (CM) noted the deadline for FTTH is approximately 14 months, with significant work still required. Shaun Clarke (SC) will be leading the project.
- The goal is to have an implementation plan from SC by April 2026.
- The MN for Cassia recommended involving someone with expertise in the FTTH project.

### **8.2 Security Agreements:**

- The Acting Chair (CM) noted that Brogan (BW) is currently working on all Security agreements to ensure they are properly structured and formalised.
- The MN for Harpullia (PK) emphasised the need to clarify the specific security services required by the PBC and their associated costs.

### **8.3 Dissolving the Company:**

- The MN for Zieria (HM) enquired about a topic discussed in a previous meeting, specifically regarding the possibility of dissolving the company and having the PBC manage it instead.
- The MN for Harpullia (PK) questioned what that would entail, including the desired services and associated costs. He also expressed his preference against outsourcing Body Corporate Services (BCS).
- The MN for Livingstonia (BE) proposed dissolving the company and starting afresh, stating that the RBCs were compelled into contracts three years ago, and dissolution is the only viable exit strategy.

### **8.4 Administration & Management Agreement:**

- The Acting Chair (CM) referred to the proposed project plan distributed to the MNs prior to the EGM and provided a synopsis:
  1. The plan will separate Body Corporate Services Administration and Facilities Management for ease of benchmarking and added transparency.
  2. The plans will be of 12 months duration to identify efficiencies and improvements.



3. The plans will be under the auspice of the PBC and separated from the PTBC to facilitate independence and control.
  4. The plans will be drafted by BW, the inhouse counsel as a member of the working Party, with Cheryl McBride & Shaun Clarke.
- She noted the tight timeframe:
    - The current AMA agreement expires 31<sup>st</sup> October 2025
    - Formal advice of any change to be forwarded to SCCSL by 31<sup>st</sup> July.
    - Draft plans to be approved by the PBC members – March.
    - Draft plans to be included in RBC EGM papers June.
  - The purpose of the plan is to provide time to draft agreements that reflect transparency, PBC autonomy, restriction of delegations, provision of clear instructions to the manager and deliver direction for a more robust longer-term AMA that reflects the aspiration of the SC community.

#### **8.5 Finance Update:**

- PK noted that two months into the financial year, we are in a better position than what was budgeted. Moving forward the reports will change and instead be a summary.

#### **8.6 SCCSL Board Update:**

- PK advised that the Directors have been managing CEO duties since July 2024 when he left. The vacated role has been redefined as General Manager, and the advertised position received over 150 applications. The Directors have shortlisted four candidates for consideration.

#### **8.7 Dispute Resolution Update:**

- CM advised that Stephen Anderson (SA) will be submitting his resignation from the company in the coming days.
- PK noted that Mulpha will not allow the resignation to take effect until a replacement is found. This is a reasonable request, as it ensures the Board is not unfairly represented in favour of the PBC.
- CM acknowledged the challenges faced by the PBC Nominee Directors in relation to the resolution and thanked them for their diligence, persistence and the desired outcome.

#### **8.8 Electric Scooters:**

- PC mentioned an incident involving electric scooters and enquired about the relevant policy.
- CT recalled that the PBC adopted a policy in line with the GCCC. Jodie (JS) will review past PBC minutes to confirm approval.

#### **PBC EGM Motions for February 2025:**

- 2025 funding from Director Australia for support
- Referee approval in relation to breaches to Mulpha for unsightly lot
- Electric Bike & Scooter Policy.

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

**MEETING CLOSED** at 12:20 PM

Chairperson: Mrs Cheryl McBride X..........

