



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 13th February 2025
Meeting time: 09:01AM –10:55 AM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS) (via Teams)
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)

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

Apologies:

Ms Dianne Taylor

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 16th January 2025 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

THAT the Minutes of the PBC Executive Committee Meeting held on 16th January 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

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

2 Approval of PBC EC VOC ARC Minutes 20th January 2025 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 20th January 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	1
Abstain	0

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

3 Architectural Review Committee Member (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: The Chairperson

CARRIED

THAT the PBC EC, noting the endorsement of the member present at the meeting of the ARC, recommends the appointment of Mr John Venn to the role of ARC Chairperson.

Yes	4
No	0
Abstain	0

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

4 Application to Referee for Harpullia Lot 3 RZABL Breach (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: The Chairperson

WITHDRAWN

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.

Yes	
No	
Abstain	

NOTE: Committee Member Cheryl (CM) will attempt to communicate first for a resolution before submitting an application.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Dianne Taylor			

Proposed by: Simone Hoyle

WITHDRAWN

THAT the Principal Body Corporate EC (PBC) recommends to the PBC the engagement of Directors Australia to provide consulting services in 2025 to support the implementation of the PBC three-year governance improvement plan. The Directors Australia Governance Blueprint and recommendation and the draft PBC three-year Governance Improvement Plan is included in appendices. The cost of Directors Australia governance consulting services to support the key deliverables in the 2025 Governance Improvement Plan is:

Yes	
No	
Abstain	

2025 Directors Australia Independent Consulting Support Cost

- Total excluding GST: \$21,200
- GST (10%): \$2,120
- Contingency (10% of total including GST): \$2,332
- Directors Australia 2025 Total (including GST and contingency): \$25,652

PBC engagement & alignment sessions - preparation, presentation, and travel

- Two PBC meetings: \$1,980 × 2 = \$3,960 (Including GST)

2025 Final Total

- Grand Total (including GST and contingency): \$29,612

Approval Rationale for Leveraging Independent Governance Expertise and Services:

1. **Sustainable Three-Year Plan:** The proposed PBC three-year governance improvement plan, based on the Director Australia’s Governance Blueprint and prioritisation of their recommendations, is aimed at strengthening PBC, PBC Exec and sub committees’ governance structures, defining roles and terms of reference, refining processes, and improving decision-making effectiveness.
2. **Governance Expertise:** Directors Australia brings extensive governance experience and expertise, with strong legal acumen and a proven track record in supporting the implementation of governance improvement plans and enhancing committee effectiveness within our sector.
3. **Resource Support:** Engaging Directors Australia will provide the necessary resources to support the development of key initiatives outlined in the governance improvement plan, for governance structures, roles and responsibilities, processes, policy updates, and compliance measures.
4. **Independent Oversight:** The use of independent governance experts enhances transparency, supporting a ‘best fit’ governance model aligned with best-practice governance principles. Leveraging independent governance experts throughout this governance improvement initiative strengthens the PBC’s position, making it more defensible in the event of compliance challenges.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Dianne Taylor			

7. Correspondence for Information:

- Noted

8. Correspondence for Action:

- Nothing to discuss

9. Reports for Information:

9.2 Finance:

- The treasurer (PK) indicated that the finances are in line with budget for the first 4 months of the financial year.t

9.5 MIPs:

- **431 Emergency Plan** – Jodie (JS) to follow up with Kira (KC) to see if she obtained app details/costs from the Golf Club.

10. General Business:

10.1 PBC EGM Motions for February 2025:

- ARC Chairperson recommended appointment
- Electric Scooter Policy
- Executive Architect Contract
- Extension of Security Services User Agreement
- Website Invoice from Niche Studio

10.2 Website expenditure:

- Jodie (JS) discussed the work completed by the website company, Niche Studio, and noted that an invoice has been issued for the previous 20 hours of support. This will be tabled for approval at the next PBC EGM.

10.3 Grace invoices outstanding for QCAC application for 4368:

- Brogan (BW) advised there are currently four outstanding invoices totalling \$11,228.88 awaiting PBC approval. She expressed concern over the amount charged for the application, as it significantly exceeds the cost agreement.
- BW acknowledged that a substantial amount of work was conducted for the application and its submission. She asked the PBC EC for their recommendation to address the outstanding amount and presented two options for consideration:
 1. Seek a cost reduction from Grace and, if unsuccessful, place Grace on notice to obtain a cost assessment.
 2. Discontinue engagement with Grace and either have the PBC represent the case or engage another legal firm.
- BW will call one of the Partners at Grace to discuss expenditure and will report to the PBC EC.

- She communicated to Grace to cease any further work unless PBC has given approval.

10.4 Governance – Directors Australia:

- The Chairperson (SS) advised that Simone Hoyle (SH) and Andrew Brown (AB) have recently resigned from the EC. While Simone (SH) will continue as the Member Nominee (MN) for Roystonia on the PBC EGM, Andrew (AB) has resigned from both positions.
- The Chair also confirmed that a **Notice of Vacancy** will be issued today to all Chairpersons and Member Nominees, along with a nomination form for expressions of interest in joining the PBC EC. The deadline for nominations is **Wednesday, 19th February 2025**, to ensure the details can be included in the PBC EGM agenda ahead of the next meeting.
- The Chairperson advised a motion maybe necessary for further work with Directors Australia and.
- PK suggested providing more information to the PBC on how this is going to work and the location of resources to finance future actions.

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

12.– Meeting Closed @ 10:55am

Chairperson: X.....