



**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** Thursday 13<sup>th</sup> February 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 Thursday 13<sup>th</sup> February 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 3<sup>rd</sup> February 2025

Reply To PO Box 15 SANCTUARY COVE QLD 4212
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**VOTING PAPER**  
**Committee Meeting for PBC EC**

**Location of meeting:** Voting Outside Committee Meeting  
**Date and time of meeting:** Thursday 13<sup>th</sup> February 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**

<b>1</b>	<b>Body Corporate ARC Report 3<sup>rd</sup> February 2025</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: PBC Chairperson

**RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3<sup>rd</sup> February 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3<sup>rd</sup> February 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 3<sup>rd</sup> February 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 3<sup>rd</sup> February 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:** Monday, 3 February 2025

**Meeting chaired by:** Mr Stuart Shakespeare

**Meeting Start Time:** 9:07am      **Finish Time:** 10:53am

### Attendance

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

Chairperson	Mr Stuart Shakespeare (SS)	
Ordinary	Mr Peter Ginn (PG)	
Ordinary	Mr John Venn (JV)	
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

### Apologies

Ordinary	Mr Paul Lynam (PL)
Ordinary	Mr Craig Eccles (CE)

### Conflict of Interest

No

### Meeting Recorded

No

The meeting begun with a discussion amongst all committee members regarding the resignation of Mrs Caroline Tolmie as ARC Chairperson and filling this role. Mr Stuart Shakespeare issued verbally at the meeting a nomination for Mr John Venn for the position of ARC Chairperson. Mr Peter Ginn further agreed with the nomination.

Mr John Venn & Mr Peter Ginn agreed that Mr Stuart Shakespeare would fill in temporarily and chair the meeting prior to the PBC EC formally endorsing Mr John Venn as the ARC Chairperson.

**BUSINESS ARISING**

**4.2 4606 The Parkway – Front Tree Removal**

Discussed amongst the committee and was unanimously decided that Brogan Walting (BW) is to review matter to ascertain next steps.

**MOTIONS**

<b>1</b>	<b>ARC Minutes of Previous Meeting</b>		<b>CARRIED</b>						
Proposed by: The Chairperson									
<p><b>RESOLVED</b> That the minutes of the Architectural Review Committee meeting held 15 January 2025, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.</p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">2</td> </tr> <tr> <td>No</td> <td>0</td> </tr> <tr> <td>Abstain</td> <td>1</td> </tr> </table>	Yes	2	No	0	Abstain	1
Yes	2								
No	0								
Abstain	1								
<b>2</b>	<b>5356 Marine Drive North, Lot 61 Roystonia</b>		<b>CARRIED</b>						
Proposed by: The Chairperson									
<p><b>RESOLVED</b> The Architectural Review Committee advises that the plans for 5356 Marine Drive North will be reviewed at the next ARC meeting on 3 March 2025, as the Executive Architect's report is not yet complete.</p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">3</td> </tr> <tr> <td>No</td> <td>0</td> </tr> <tr> <td>Abstain</td> <td>0</td> </tr> </table>	Yes	3	No	0	Abstain	0
Yes	3								
No	0								
Abstain	0								
<b>3</b>	<b>5425 Merion Terrace, Lot 49 Colvillia</b>		<b>CARRIED</b>						
Proposed by: The Chairperson									
<p><b>RESOLVED</b> The Architectural Review Committee does not recommend the Air Conditioner application at 5425 Merion Terrace be approved by the Principal Body Corporate (PBC).</p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">3</td> </tr> <tr> <td>No</td> <td>0</td> </tr> <tr> <td>Abstain</td> <td>0</td> </tr> </table>	Yes	3	No	0	Abstain	0
Yes	3								
No	0								
Abstain	0								

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Major Alterations application at 5608 Harbour Terrace be approved by the Principal Body Corporate (PBC) subject to:

Yes	3
No	0
Abstain	0

1. **Rear Building Line** – 100mm recess from face of column not approved, amended plans to be provided in accordance with Design Standard 2.3 to not extend beyond rear of main gable columns;
2. **Finished Floor/Ground Levels** – applicant to amend plans in accordance with the below options to ensure privacy for neighbouring property is maintained:
  - Option 1 – proposed ground levels accepted on condition that screening is installed from garage to pool area. Location and details to be provided; or
  - Option 2 – existing ground levels maintained;
3. **Retaining Walls** – not compliant with side fences acting as retaining walls, amended plans required to include retaining walls to be independent of side fencing;
4. **Service Conduit** – Must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
  - 150mm diameter PVC Conduit
  - 500-600mm from the inside of the kerb
  - 300mm depth to the top of the pipe
  - 300mm protrusion from both ends of the driveway
5. **Pool Equipment** – Must be enclosed in an Acoustic Enclosure due to close proximity to side boundary;
6. **Shared Boundary Blockwork Extension** – 1m extension approved on the basis that neighbours consent is provided;
7. **Exterior Colours** – approved as per colour palette;
8. **Front Tree** – street tree to be maintained in accordance with Design Standard 6.3.

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

1. **Secondary Structure** – approved garage roof at 5.043m as matches existing garage designs;
2. **Swimming Pool Setback**
3. **Street Facing Gable Length** – approved at 4m.

**5                      5697 Anchorage Terrace, Lot 75 Bauhinia                      CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee does not recommend the Major Alterations application at 5697 Anchorage Terrace be approved by the Principal Body Corporate (PBC) due to:

1. **Zero Line Lot Opposite Boundary Screening** – proposed screening cannot be more than 2m high;
2. **Finished Floor Levels** – not compliant, amended plans to be supplied noting the nature ground level cannot be raised more than 500mm within 1.5m of side boundary;
3. **Fences** – existing side fences cannot be used as a retaining wall;
4. **Roof Colour** – proposed colour not compliant, to be amended to a subdued colour in accordance with By-Law 2.12;
5. **Retaining Walls** – proposed rear pool wall of 1.61m not compliant, to be amended to a maximum height of 1m;
6. **Open Void Area under Decks** – proposed solid tiled area not compliant, plans to be amended to include open void in Batter Zone in accordance with By-Law 2.15.10;
7. **Swimming Pool Setback** – not compliant at 1.7m to water, amended plans to be provided with required 2.5m setback;
8. **Pool Height** – retaining wall requires plant screening

Yes	3
No	0
Abstain	0

The ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

1. **Zero Line Lot Length of Wall** – approved at 12.33m wall length

**6                      7110 Marine Drive East, Lot 76 Plumeria                      CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee advises that the plans for 7110 Marine Drive East will be reviewed at the next ARC meeting on 3 March 2025, as the Executive Architect's report is not yet complete.

Yes	3
No	0
Abstain	0

**7 8030 Key Waters, Lot 22 Harpullia CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee advises that the plans for 8030 Key Waters will be reviewed at the next ARC meeting on 3 March 2025, as the Executive Architect's report is not yet complete.

*Note – the BAM is to reach out to the applicant and advise additional information is required for submission. MJ is to ignore submission sent via email.*

Yes	3
No	0
Abstain	0

Stuart Shakespeare stepped out of meeting to attend another appointment.

**8 8030 Key Waters, Lot 22 Harpullia CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Pontoon application at 8030 Key Waters be approved by the Principal Body Corporate (PBC).

Yes	2
No	0
Abstain	0

**9 8076 Riverside Drive, Lot 55 Harpullia CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the minor Floor Space Ratio relaxation from 60% to 66.6% be approved by the Principal Body Corporate (PBC).

Yes	2
No	0
Abstain	0

**10 ARC Recommendation to the PBC – 3 February 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 3 February 2025.

Yes	2
No	0
Abstain	0

**OTHER MATTERS/GENERAL BUSINESS**

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**6.1 5903 Muirfield Place – Lift & Front Entry Query**

The committee agreed that another formal application was no required. The BAM is to forward specification to the Chairperson for approval.

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**6.2 John Reid – Query on ARC Procedure**

It was resolved that moving forward all minor alterations/repair & maintenance matters can be approved directly with the Chairperson and no longer require input from the ARC Committee. These approvals will then be tabled at the following ARC Meeting.

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**6.3 5224 Bay Hill Terrace – Dividing Fence Dispute**

JV provided a brief overview of his findings at the property and explained the complexity of the area and determining what portion of land belongs to 5224, 5223 & Colvillia Common Property. It was agreed that the BAM is to issue a letter to both owners advising that an independent surveyor must be engaged to confirm land ownership prior to the ARC reviewing an application.

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**6.4 Horizon Court Survey**

It was agreed amongst the committee that the matter is to be referred to the PBC directly as the concrete driveway has been constructed on PBC land. The BAM is to provide the information to Jodie Syrett to table at the next PBC meeting.

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**Name of voter:** \_\_\_\_\_

**Signature of voter:** \_\_\_\_\_ **Date:** \_\_\_\_\_