



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 March 2025
Meeting time: 08:53AM –11:30 AM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Alpinia GTP 107209 Owner Alpinia GTP 107209 Rep: Ms Dianne Taylor (DT)
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: Tristania GTP 107217 Owner Tristania GTP 107217 Rep: Mr Mark Winfield (MW)

The following members were present by Proxy:

Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride to Stuart Shakespeare

The following members were present by Voting Paper:

Present by Invitation:

Mrs Jodie Syrett, Manager of Body Corporate (Minute Taker)
Mrs Cassie McAuliffe, General Manager – SCCSL

Apologies:

Mr Tony McGinty
Mrs Cheryl McBride

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 13th February 2025 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 13th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	2

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

2 Approval of PBC EC VOC ARC Minutes 13th February 2025 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 13th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	2

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

3 Approval of Two PBC EC Members VOC Minutes 5th March 2025 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 5th March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	1

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

4 Body Corporate ARC Report – 3rd March 2025 (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion **CARRIED**

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3rd March 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3rd March 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 3rd March 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 Snr Body Corporate Manager, at its meeting held 3rd March 2025.

Yes	6
No	0
Abstain	0

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

5 Amendment to Secondary Thoroughfare By-law to control dogs (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: The Chairperson

CARRIED

RESOLVED that the PBC EC recommends to the PBC the amendment of the Secondary Thoroughfare By-Laws to control dogs and similar pets on the Secondary Thoroughfare, in accordance with the draft dated 10 March 2025.

Yes	6
No	0
Abstain	0

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

6 Executive Architect Consultancy Agreement (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: The Chairperson

CARRIED

RESOLVED that the PBC enters into an agreement with Think Tank Architects for the provision of advisory services with respect to the assessment of Stage 1 development applications, on the terms set out in the agreement circulated with the agenda.

Yes	6
No	0
Abstain	0

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

7. Correspondence for Information:

CFI 8 – Geese Location:

- The Chairperson (SS) advised that the PTBC tabled a motion at the last PTBC meeting regarding the relocation of geese from the Aveo lot to the lake near the entrance to the resort. SS recommended withdrawing the motion until he can present it at the next PBC EGM meeting to inform lot owners in advance and seek guidance on voting intention.

CFI 9 – Wildlife Management Expenditure:

- SS mentioned that he abstained on the PTBC motion to approve expenditure on the engagement of the wildlife management consultant (Biodiversity) because he wasn't able to seek direction from the PBC and that there is a question that such expenditure on a 'whole of site' matter is beyond the duties of the PTBC under the SCRA.
- Another issue is whether the money spent on Corella management is effective
- SS mentioned that Stephen Anderson (SA), the PTBC chair believes there was legal advice in the past that supports such expenditures by the PTBC and requested Brogan Watling (BW) to investigate this on behalf of the PBC.
- Paul (PK) advised the PTBC can provide services to the PBC.
- Another concern SS mentioned is that the habitat of the Corellas and possibly the foxes is mainly on the golf course. At the PTBC level Golf contribute approximately 4.7% of the expenditure of any costs of the PTBC level. SS mentioned a possible way around it would be to have an apportioned three-way agreement between the PTBC, PBC and the golf with Biodiversity.
- SS mentioned another similar issue is the silting up of the golf course lakes which is coming up. The PTBC have already spent over \$100,000 in consultancy studies regarding this issue, with the fix on these lakes potentially being one to two million dollars. This meaning the PBC could be up for 47% of the total cost to rectify through the PTBC.

8. Correspondence for Action:

CFA 1 – 8979 Damage to FTTH:

- SS has requested a detailed breakdown of the \$950.04 (ex GST) invoice from TCE. It was determined that the owner is responsible for the work site and contractors; therefore, the amount should be deducted from the bond before, if possible, with the owner responsible for seeking reimbursement from the contractor.

9. Reports for Information:

9.1 Ops Report:

- SS requested cost allocation under the sinking fund projects from Facilities. PK suggested dedicating more time to reviewing the sinking fund allocation and its overall financial status.
- SS emphasised that all sinking fund expenditures should be presented for approval at the PBC EGM before proceeding. While budgets are approved, individual expenditures must also receive approval at the EGM meetings.
- PK noted that the table in the report lacks key details, including completion dates, project statuses, and total expenditures for some projects.
- SS suggested SF to come in monthly at PBC EC meeting to give a brief rundown of current and future Facility projects.
- PK advised a 3–5-year forecast of what is coming up which will need funding, rather than a snapshot of 25 projects in a table.

- SS asked for more details on the Sanctuary Greens Irrigation start date and completion as recorded in the table, in order to report back to the MN, Hugh Martin (HM).

9.2 Finance:

- PK advised Admin fund is travelling well, and ahead of budget. Some due to budgeting for water overruns, which appear to be fixed for now.
- PK proposes the PBC hold a surplus up to \$750,000 as a buffer to avoid raising a potential special levy in the future.
- Brian (BE) requested whether the budget was coming from Asset Finder based on the projection of work needed over the next 40 years.
- SS queried whether a summary can be produced from Asset Finder on what has been completed and is forecast for future works.
- Mark (MW) raised concerns about a line item of \$1,000,000 for the Marine Drive North mainline replacement, requesting further clarification on the expenditure.
- PK noted that this concern was previously raised at the FSC and requested that information be reported back regarding this matter.

9.5 Matters in Progress (MIPs):

- Shanyn (SF) to update MIPs each month with any Facilities changes. Any BCS updates, can be amended by JS.

10. General Business:

10.1 PBC EGM Motions for March 2025:

- Think Tank Agreement
- ST Bylaw Amendment to control dogs
- Governance Review Blueprint

10.2 Think Tank Agreement:

- SS advised that an agreement was required to establish boundaries regarding conditions and conflicts of interest. Last year, the Executive Architect (EA) (Think Tank Architects) requested a fee increase for Stage 1 and Stage 2 to ensure alignment. A meeting was held, during which a fee was agreed upon, consistent with other areas where the EA provides similar services at Hope Island Resort. SS also mentioned that travel time has been taken out of the agreement. Attendance at meetings can be via Teams if desired.
- SS acknowledged there hasn't been an increase in EA fees for a considerable amount of time, however, the increases requested seemed high

10.3 Secondary Thoroughfare (ST) Bylaw Amendment to control dogs:

- SS advised proposing this to the PBC EGM for approval and incorporating it into the recent change awaiting gazettal regarding vehicles being parked on the ST . Additionally, there is a provision within the amendment allowing for the potential designation of an off-leash area within the Secondary Thoroughfare.

10.4 Governance Review Blueprint Report:

- **Status and Next Steps in the GR Process:** A general discussion was held regarding the current status and future steps of the GR process.
- **Proposal to Adopt the GR Blueprint:** It was suggested and generally agreed that the final version of the blueprint be presented as a motion at the next EGM for adoption by the PBC.

- **Leadership of the GR Process:** In light of Simon’s resignation, it was generally agreed that Cheryl McBride be invited to lead the GR process. Cheryl's work on the draft administration and management agreements is nearing completion, which may allow her to dedicate more time to the GR project.
- **Status of the Draft Project Plan:** The draft Project Plan that Simone and Cheryl prepared was reviewed. Consideration was given to managing expectations associated with this plan as the chosen process moves forward.
- **EC's Role in the GR Process:** The importance of the next steps in the process was emphasized, and it was agreed that the EC should actively participate in these steps, incorporating discussions into their meetings and conducting follow-up discussions at the EGMs.
- **Development of a Governance Manual:** Upon reviewing the draft Project Plan, it was concluded that a different approach might be more effective. Given the project's significance, the EC should collaborate with Cheryl to define the form and content of a 'rule book' (governance manual), which would be progressively developed as the PBC's reference point for the future.
- **Need for External Consultants:** The necessity and associated costs of engaging an external consultant were discussed. It was generally agreed that much of the work could be accomplished internally by Brogan Watling, working with Cheryl, to develop policies and procedures for inclusion in the manual. Subsequently, the PBC could decide if progressive reviews by an external consultant are required.
- **Upcoming Meeting with Cheryl:** It was noted that the EC needs to discuss these matters with Cheryl upon her return from overseas and before the EGM on the 27th of March. A special EC meeting is being arranged to facilitate this discussion prior to the March EGM.

10.5 Darwinia:

- SS mentioned that he and General Manager, Cassie McAuliffe met with owners in Darwinia to discuss excess water issues and other issues affecting their lots.
- SS explained the PBC need to get an engineer’s report on the best way to fix the drainage issue for the owners.
- Cassie (CA) will investigate the engineer who signed off on the land handover.
- SF will provide Cassie with the total expenditure related to trees and drainage for Darwinia.

11. Next Meeting – Thursday 10th April 2025 @ 9:00am

12. Meeting Closed @ 11:30am

Chairperson: X.....