



**NOTICE OF EXECUTIVE
COMMITTEE MEETING
OF THE PTBC**

Name of Property: SANCTUARY COVE PRIMARY Primary Thoroughfare Body Corporate
GTP: 201
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 27 February 2025 at 12:30 PM

This notice is forwarded to all committee members. If a committee member is unable to attend, they can assign their proxy to an alternate member by completing the attached proxy form or complete the enclosed Voting Paper, in accordance with Schedule 2, Part 2, Section 17 of the Building Units and Group Titles Act 1980.

The following agenda sets out the substance of the motions to be considered at the meeting.
Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary.

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
6. Motions
 - 6.1 Approval of Previous PTBC EC Minutes held on 28th November 2024
 - 6.2 Approval of FSC Minutes held on 22nd November 2024
 - 6.3 Approval of FSC Minutes held on 23rd January 2025
 - 6.4 Matters in Progress February 2025
 - 6.5 Operations Report January 2025

7. Correspondence for Information

No	Date	From	To	Regarding

Reply To
PO Box 15, Sanctuary Cove
QLD, 4212

VOTING PAPER

Executive Committee Meeting for the Sanctuary Cove Primary Thoroughfare Body Corporate GTP
201

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 27 February 2025 at 12:30 PM

Instructions

If you want to vote using this voting paper, then *circle or tick* either **YES**, **NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for 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. You may also vote online using the secure link emailed to your email address.

MOTIONS

1 Approval of Previous PTBC EC Minutes held on 28th November 2024 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

THAT the Minutes of the PTBC Executive Committee Meeting held on 28th November 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2 Approval of FSC Minutes held on 22nd November 2024 (Agenda Item 6.2)

Submitted by Committee

THAT the PTBC EC notes and accepts the FSC Minutes dated 22nd November 2024 as tabled.

Yes ☐

No ☐

Abstain ☐

3 Approval of FSC Minutes held on 23rd January 2025 (Agenda Item 6.3)

Submitted by Committee

THAT the PTBC EC notes and accepts the FSC Minutes dated 23rd January 2025 as tabled.

Yes ☐

No ☐

Abstain ☐

4 Matters in Progress February 2025 (Agenda Item 6.4)

Submitted by Committee

THAT the PTBC EC notes the Matters in Progress Report February 2025 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes ☐

No ☐

Abstain ☐

5 Operations Report January 2025 (Agenda Item 6.5)

Submitted by Committee

THAT the PTBC EC notes Operations Report January 2025 as tabled.

Yes ☐

No ☐

Abstain ☐

6 Date of next PTBC EGM / EC Meeting (Agenda Item 8)

Submitted by Committee

THAT the date of the next PTBC Extraordinary General Meeting will be Thursday 24th April 2025.

Further **THAT** the date of the next PTBC Executive Committee Meeting will be 24th April 2025.

Yes ☐

No ☐

Abstain ☐

7 Closure of Meeting

GTP: 201

Lot Number: _____

Unit Number: _____

I/We require that this voting paper, completed by me/us be recorded as my/our vote in respect of the motions set out above.

Name of voter: _____

Signature of voter: _____

Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. Minutes of Previous Meeting**
- 3. Body Corporate - FSC Minutes**
- 4. Draft FSC Minutes 20250123 - PBCPTBC**
- 5. Matters in Progress**
- 6. Body Corporate - Operations Report**
- 7. Proxy form - BC**

MOTION INFORMATION



MINUTES OF EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

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 28 November 2024 at 12:00 PM
Meeting time: **12:39pm – 1:19pm**
Chairperson: Mr Stephen Anderson

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 6,10,24,31,32,34,38,40	Mr S Anderson
Lot 10,58	Mr Barry Teeling (Departed @ 1pm)
Lot 1,16,20,51,52,53,54	Mr Paul Sanders
Lot 278	Mr Stuart Shakespeare

The following members present by Voting Paper and In Person:

Lot 53	Mr Paul Sanders	(pre-voted)
--------	-----------------	-------------

The following members present by Voting Paper:

The following members were present by Proxy:

The following members were present by Proxy however unable to vote:

Present by Invitation:

Apologies:

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

Motions

1

Approval of Previous PTBC EC Minutes held on 15th October 2024
(Agenda Item 6.1)

Statutory Motion Submitted by Chairperson

Motion **CARRIED.**

RESOLVED that the Minutes of the PTBC Executive Committee Meeting held on 15th October 2024 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
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

2

Approval of CSC Minutes held on 11th October 2024 (Agenda Item 6.2)

Submitted by Chairperson

Motion **CARRIED.**

RESOLVED that the PTBC EC notes and accepts the CSC Minutes dated 11th October 2024 as tabled.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

3 Approval of FSC Minutes held on 18th October 2024 (Agenda Item 6.3)

Submitted by Chairperson

Motion CARRIED.

RESOLVED that the PTBC EC notes and accepts the FSC Minutes dated 18th October 2024 as tabled.

Yes	4
No	0
Abstain	0

NOTE: *The Chairperson (SA) reported that the financial year ended better than anticipated. He requested Mika (Finance Manager) and Shanyn (Facilities Manager) to discuss budget and sinking fund recommendations at the February 2025 PTBC Meeting. Mika to provide an updated forecast at the meeting.*

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

4 Matters In Progress Nov 2024 (Agenda Item 6.4)

Submitted by Chairperson

Motion CARRIED.

RESOLVED that the PTBC EC notes the Matters in Progress Report November 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes	3
No	0
Abstain	0

NOTE:

95 Village Gates – Barry advised they have not reopened; the old gates are operational. They still require access behind Harbour One.

97 Fig Tree – Still on hold

101 A Class Water – Still in legal dispute with HydroVision.

102 Safety Concerns Boulevard – The Chair requested an update from Shanyn as this requires immediate action due to safety concerns.

104 Site Wide Review – Needs further discussion at next meeting in February 2025. Jodie (MBC) to distribute all work, minutes and reports to PTBC Members.

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling			
Stuart Shakespeare	X		

5 Operations Report October 2024 (Agenda Item 6.5)

Submitted by Chairperson

Motion CARRIED.

RESOLVED that the PTBC EC notes Operations Report October 2024 as tabled.

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling			
Stuart Shakespeare	X		

6 Date of the PTBC Annual General Meeting (Agenda Item 6.6)

Submitted by Chairperson

Motion CARRIED.

RESOLVED that the date of the PTBC Annual General Meeting will be Thursday 9th December 2024 at 9:00am.

Yes	3
No	0
Abstain	0

NOTE: Amendment of Thursday to Monday.

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling			
Stuart Shakespeare	X		

7 Correspondence for Information (Agenda Item 7)

Submitted by Chairperson

Motion CARRIED.

RESOLVED that the PTBC EC notes and accepts the Correspondence for Information, October 2024 as tabled.

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling			
Stuart Shakespeare	X		

General Business:

PTBC Meeting times:

- Amend to after PBC meeting at 12:30pm

Golf Club Agreement:

- Paul (PS) enquired to where the Golf Club Agreement is at.
- Stuart (SS) advised Grace has been engaged to provide legal advice on the agreement due to liability. Stuart advised with the PBC & PTBC agreement they have reduced to one (1) year to prevent having to go to RBC's prior to approve 3-year contract. Paul advised he was happy to reduce the Golf Club Agreement to one (1) year also with a deed agreement attached.

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

MEETING CLOSED at 1:19 PM

Chairperson: X.....



MINUTES OF THE FINANCE SUB COMMITTEE MEETING OF THE PBC & PTBC

Body Corporate Committee	Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee		
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
Date and Time of meeting	Friday, 22 November 2024		
Meeting Chaired by:	Mr Stephen Anderson		
Meeting start time:	8.02	am	Meeting finish time: 8.42 am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mr Mick McDonald (MM)
Ordinary	Mr Paul Kernaghan (PK)
Ordinary	Mr Robert Hare (RH)

PRESENT BY PROXY

N/A

APOLOGIES

Ordinary	Mr Tony McGinty (TM)
----------	----------------------

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
-----------------	---------------------

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting for the PBC/PTBC held on 18 October 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	1

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan			✓
Mr Robert Hare	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the Action Items for October 2024 as tabled.

Note:

- *No progress on the FTTH contract, aside from its extension. The PBC is currently sourcing a consultant. SA enquired as to whether we have any 3G equipment still in use, as the network will be phased out by the end of the month. MY will check with Security and SCCSL's IT Company.*
- *MY contacted Cheryl McBride regarding the Governance Review and was informed that it is unlikely there will be any recommendations concerning the Purchasing Policy. MY suggested creating a Delegated Authority document to provide clarity for both SCCSL staff and the PBC.*
- *The budget approval action item has been completed and can be removed.*

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

3 PBC Financial Statements CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 31 October 2024 as tabled.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		

Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

4 PTBC Financial Statements CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 31 October 2024 as tabled.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

5 PBC Actual v Budget Analysis CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as at 31 October 2024 as tabled.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

6 PTBC Actual v Budget Analysis CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 31 October 2024 as tabled.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

7	PBC Cash Flow	CARRIED
----------	----------------------	----------------

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as at 31 October 2024 as tabled.

Note:

- *Cash outflows for a few sinking fund related projects expected in October.*
- *Cashflow forecast format will be updated for FY2025*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

8	PTBC Cash Flow	CARRIED
----------	-----------------------	----------------

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Cash Flow as at 31 October 2024 as tabled.

Note:

- *October cash outflows include Class A water related outgoings (inc. Energex).*
- *Cashflow forecast format will be updated for FY2025*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

9	PBC Legal/Consultant Costs Summary	CARRIED
----------	---	----------------

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled.

Note:

- *MM requested an update on the Buttner v Leslie matter for the next meeting.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

10	PTBC Legal/Consultant Costs Summary	CARRIED
-----------	--	----------------

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Legal/Consultant Costs Summary as tabled.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

11	Date of Next Meeting	CARRIED
-----------	-----------------------------	----------------

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be 16 January 2025 at 10:00am.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		

12. Reports for Information

- PBC Admin Fund Forecast Summary
- FM Report – November 2024

GENERAL BUSINESS

n/a

Chairperson:



MINUTES OF THE
FINANCE SUB COMMITTEE MEETING
OF THE PBC & PTBC

Body Corporate Committee	Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee		
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
Date and Time of meeting	Thursday, 23 January 2025		
Meeting Chaired by:	Mr Stephen Anderson		
Meeting start time:	2:30 pm	Meeting finish time:	3:15 pm

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mr Mick McDonald (MM)
Ordinary	Mr Paul Kernaghan (PK)
Ordinary	Mr Robert Hare (RH)
Ordinary	Mr Tony McGinty (TM)

PRESENT BY PROXY

N/A

APOLOGIES

N/A

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
Accounts Officer	Carolyn Byham (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting for the PBC/PTBC held on 22 November 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the Action Items for December 2024 as tabled.

Note: Action items to be updated with the agreed expected completion dates

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

3 PBC Financial Statements CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 31 December 2024 as tabled.

Notes: PK suggested grouping similar categories to condense reporting, only balance sheet to be printed.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

4	PBC Actual v Budget Analysis		CARRIED
---	------------------------------	--	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as at 31 December 2024 as tabled.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

5	PBC Legal/Consultant Costs Summary		CARRIED
---	------------------------------------	--	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes there was no expenditure incurred during the year to date period to 31 December 2024 at the end of month accounts closure.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

6	PTBC Financial Statements		CARRIED
---	---------------------------	--	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 31 December 2024 as tabled.

SA suggested a valuation be obtained due to the increase in land tax, SA to forward recommendations to MY

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

7	PTBC Actual v Budget Analysis	CARRIED
---	-------------------------------	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 31 December 2024 as tabled.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

8	PBC Legal/Consultant Costs Summary	CARRIED
---	------------------------------------	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes there was no expenditure incurred during the year to date period to 31 December 2024 at the end of month accounts closure.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

9	Date of Next Meeting	CARRIED
---	----------------------	---------

Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Thursday, 20 February 2025 at 14:30.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Paul Kernaghan	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		

GENERAL BUSINESS

n/a

Chairperson:



#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
95	09/19	Village Gate	FM	<ul style="list-style-type: none"> Gates structure and design, the mirror image of the Pines. 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed. 30/09/24 Temp Road closure for approx. 1 month. Extended to June 2025, New Gated to be installed. 	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	<ul style="list-style-type: none"> NO action taken – future project 	ON HOLD
101	08/22	A Class Water	CEO	<ul style="list-style-type: none"> With CBP Lawyers, dispute with work and expenditure outstanding. 	ONGOING
102	03/23	Safety concerns Boulevard pathway - risk	FM	<ul style="list-style-type: none"> Review timing of addressing potential hazards on each side of the Boulevard pathway Mulching has been undertaken; the remainder of works will be undertaken when time permits. Works in progress – Installing new field inlet pit surrounds and grates, with ground levels being raised to match. 	IN PROGRESS
104	02/23	Site wide water review	Golf	<ul style="list-style-type: none"> Lake storage and stormwater runoff investigations to ascertain retention of stormwater. Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations. WO issued 	Commenced

As at
19 February 2025



PRIMARY THOROUGHFARE BODY CORPORATE

GTP 201

				<ul style="list-style-type: none">Further funding to conduct lake survey of depth approved.	
105	02/25	Primary Thoroughfare into Secondary Thoroughfare	FM	<ul style="list-style-type: none">PBC to commence Vardon lane (P/T) into secondary Thoroughfare.	ONGOING



OPERATIONS REPORT – JANUARY 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2025	194	560	165	859	38	77	275	670	59
YTD 2024	184	614	169	661	48	74	352	415	101

Valet Services (January 2025 – YTD 2025)

	January 2025		January 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	14	\$112.00	12	\$96.00	35	\$280.00
Long Term Rental	3	\$300.00	12	\$1,750.00	20	\$2,200.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	4	\$173.00	7	\$266.00	15	\$591.00
Other	0	\$0.00	4	\$152.00	5	\$190.00
Rental Breaches	1	\$250.00	0	\$0.00	1	\$250.00
Commercial Call Outs	13	\$4,004.00	0	\$0.00	17	\$5,104.00
Total	35	\$4,839.00	35	\$2,264.00	93	\$8,615.00



Specific Monthly KPO's:

- Review CCTV cameras approved for Stage 2 Security Technology.

Ongoing Monthly KPOs:

- Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month.
- Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels.
- Attend to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults and liaise with owners to rectify, forward non-compliance to Body Corporate
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide a monthly statistic in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistic in Security Report.
- Short- and Long-Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistics in the Security Report.

Stage 3 CCTV – receive report from C-Cure Systems, review costings with Finance TBD.

Items Actioned – refer to statistics.



- Measure Valet Services and provide monthly statistic in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attend and contribute to senior management meetings and planning.

Residential Zone Activity By-Laws – Issue of Vehicle Parking Reminder Notices

In January there were 185 Parking Infringement "Reminder Notices" issued, compared to 134 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	<i>Previous Year</i>	RBC	No of Breaches	<i>Previous Year</i>
Ardisia	45	30	Roystonia	4	5
Zieria	21	12	Adelia	3	0
Plumeria	12	12	Alyxia	3	0
Schotia Island	12	7	Cassia	3	9
Alpinia	11	8	Corymbia	3	2
Harpullia	11	6	Fuschia	2	1
Tristania	8	3	Alphitonia	1	0
Admin	7	0	Banksia Lakes	1	0
Molinia	7	6	Colvillia	1	9
Caladenia	6	6	Felicia	1	2
Washingtonia	6	3	Livingstonia	1	0
Acacia	5	2	Security	1	0
Darwinia	5	1	Woodsia	1	0
Bauhinia	4	3	Araucaria	0	7
	160	99		25	35



Speed Sign/Camera

Speed camera breaches for January have been limited due to delays in sourcing an 8MB SD card specific to the camera. A replacement card has now been obtained. A new charging connector has also been added. As a result, there was just one speeding vehicle identified for the month of January.

Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59 Km/h	60- 69 km/h	70 + km/h	Total Stats
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	393,685	90,307	15,505	2,830	472	100	502,899
YTD 2025	139,699	30,659	5,653	1062	179	46	86,755
Total	819,170	197,382	35,599	6,458	1,115	229	1,059,953
% Current YTD	78.79%	17.29%	3.19%	0.60%	0.10%	0.03%	100.0%
Nov 2024	33,596	7,311	1,325	271	49	5	42,557
Dec 2024	24,313	16,157	3,011	569	99	29	44,178
Jan 2024	31,790	7171	1317	222	31	12	40,543
% Current MM	78.41%	17.69%	3.25%	0.55%	0.08%	0.02%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	66	01.01.25	0830 hrs
2204 The Parkway	87	26.01.25	2000 hrs

Operational

Security attended to 31 incidents for the month - 23 General and 8 Medical.

Twenty-three (23) General Incidents:

- a) Nine (9) were Person related including:
 1. A large group of guests that were dispersed at the Hotel
 2. Male teens who refused to leave the Hotel grounds
 3. 2 for tailgating on foot
 4. 2 x breach notices served to rental properties
 5. An authorised letter box drops by a resident
 6. Contractor working after hours
 7. A minor crush injury to a Security Supervisor, when a garage door came on their hand
- b) Eight (8) were Vehicle related including:
 1. 2 vehicles that tailgated
 2. A concrete truck blocking the road
 3. A buggy that got stuck in a garden bed on The Pines.



4. A palm frond that damaged a resident's vehicle
5. A visitor vehicle that tailgated and hit the boom
6. A vehicle that was hit by a kangaroo that was later euthanized
7. A vehicle in the Village carpark, found unlocked with keys inside

c) Six (6) were Property related including:

1. 3 x alarms in the Village for Fire/PIR activation
2. The theft of a jet ski from a Marine Drive North property
3. A gas leak at Bld Jabiru House when contractors hit a gas main.
4. A resident who left an old safe outside their home
5. A resident's jet ski that drifted loose into the Coomera River

Eight (8) Medical incidents:

7 residents involved and the other person was a visitor. These included:

- A female who suffered a choking episode
- A male golfer who was hit in the head by the back swing of a golf club
- A male with suspected heart attack
- A female who received a cut to their arm after a fall at home
- A female with Covid found dazed and confused
- A male with tightness in the chest
- A female with heart palpitations x 2

4 patients were transported to hospital.

40 Complaints were received:

	January 2025	December 2024	November 2024	October 2024
Residents	23	31	34	27
Subject not located	4	15	5	13
Rentals	7	10	10	5
PBC/Village/Hotel	6	4	7	2
TOTAL	40	60	56	47

Marine Patrols

There were 562 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 12 dayshifts and 8 nightshifts.
- b) Eden was deployed on 15 dayshifts and 11 nightshifts.



December 2024	Haven	Eden	Totals
Zone1/Harbour 1	89	112	201
Zone 2/Harbour 2	50	62	112
Zone 3/Harbour 3	45	51	96
Zone 4/Harbour 4	33	39	72
Zone 5/Roystonia	33	48	81
Total Patrols	250	312	562
Day Patrols	12	15	27
Night Patrols	8	11	19

Reduced patrols have been due to maintenance on the motors.

There were 24 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) 22 of the incidents were related to fishing activities:
 - 10 from a Private Harbour
 - 4 from Boulevard Bridge and Memorial Lake
 - 1 from 22 Ton Bridge
 - 7 from Marina Pier
- b) 2 were in a private harbour and at the Point pontoon
- c) All groups were moved on without incident

Visitor Management System and License Plate Recognition

	7.01.25	05.02.25
Residents registered with LPR	1,135	1,121
Total not registered with LPR	291	277
Total Lots	1,426	1,398
Resident vehicles/buggies LPR	5,582	5,606
Permanent visitor vehicles LPR	4,912	4,970
Total Vehicles	10,494	10,576
Residents registered VMS Portal	447	449
Res/Builder/multiuser same house	132	131
Number of VMS entries	2,581	2,585



Total Number of Body Corporate Owners: 1426 (as at 8.04.24).

LPR (License Plate Recognition) Registration by Residents: Increased by 16 to 1135 or 79% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 2 to 447.

Active Users on VMS Portal: Decreased by 1 to 131 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 4 to 2,585.

LPR Technology Update

Under the current LPR fault criteria, a vehicle is considered to have a fault if it is registered in the LPR database, stops correctly at the designated read point, but the license plate is not read. These faults are reviewed and, if possible, corrected in the software by Security, and if necessary, they are reported to the service provider for further review.

Seventeen LPR issues were recorded. Mostly at The Pines and Main Gate. Eleven of these issues were resolved through the software, while the others were driver error. These included travelling too close to the vehicle in front and stopping past the read point or entering the read point whilst the car in front had not cleared the gate and misinterpreting the green light as their signal to advance towards the gate.

Workplace Health and Safety

The next meeting is scheduled in February 2025.

Scheduled Works

Additional cameras to detect vehicles tailgating have been installed at North Gate and Pines Gate; and previously at Main Gate.

Staff

We are currently interviewing to fill 2 Security Officer vacancies received in late January.

Negotiations at the recent Enterprise Agreement meeting 22.01.25 were positive and we hope to have feedback from the Bargaining Reps by mid-February.



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson within 14 business days	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 14 business days post meeting.	Complete
	➤ Extranet / portal content management	Complete
	➤ Monthly communications to residents – newsletter / email / Facebook	Complete
	➤ Minimum 2 site compliance inspections each week to inc real estate and building compliance	Complete
	➤ Bi – Monthly Body Corporate Manager site inspection with Compliance Officer.	Complete
	➤ Body Corporate Manager site BUP inspection with member of Facilities team	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident	Complete

Additional BCS Operations

1. **Building Works** – Inspections are conducted weekly by BCS and daily by the Security Services Team.
2. **Compliance** – Weekly inspections are completed, with reports submitted to the PBC EC for further action on cases involving three or more breaches. In January 2025, a total of nineteen (19) breach letters were issued for RZABL compliance, and four (4) breach letters were issued for parking compliance.
3. **Website Access** – Please refer to the website for all current information instead of SharePoint. If you are having trouble logging in, please reach out to enquiries@scove.com.au.
4. **Policy and Procedure review** – The review process is ongoing.
5. **StrataVote** – Committees are encouraged to utilise this tool to enhance the efficiency and effectiveness of meetings.
6. **RBC AGMs** – Annual General Meetings for February 2025 have commenced.
7. **Referee Applications** – The referee application outcome for Woodsia was decided in favour of the PBC.
8. **Staff Updates** – Caitlin Coombridge has returned from maternity leave and resumed her role as Building Approvals Manager.
9. **Role Adjustment** – Kira Cook has transitioned back to the Compliance Officer position.
10. **New Appointment** – Nicole Joynson will commence as the new Body Corporate Manager on 13th February 2025. With extensive experience in Body Corporate management, she will be a valuable addition to the team.



Legal Expenses

Legal Subject	Reason for Legal	2023-24 Previous	2024-25 Committed	Cumulative
Leslie v Buttner	DCBL Compliance	18,617.25	10,844.27	29,461.52
PBC S56	Section 56	24,898.60		24,898.60
PBC v Lot 41 Schotia Is	RZABL Compliance	10,004.50		10,004.50
PBC v Lot 37 Adelia	RZABL Compliance	11,625.62		11,625.62
Total		65,145.97	10,844.27	75,990.24
Budget			63,660.00	
Balance Uncommitted			52,815.73	



FACILITIES SERVICES

OPERATIONS REPORT – JAN 2025

After Hours call outs

Date	PBC Emergency Repair
09/1/2025	PBC Hydraulics

Date	PTBC Emergency Repair

Contracts Subcommittee

N/A

Contractor Six (6) Monthly Review

Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping												
Landscaping												
Waste and Recycling												

Contractor Key Performance Indicators

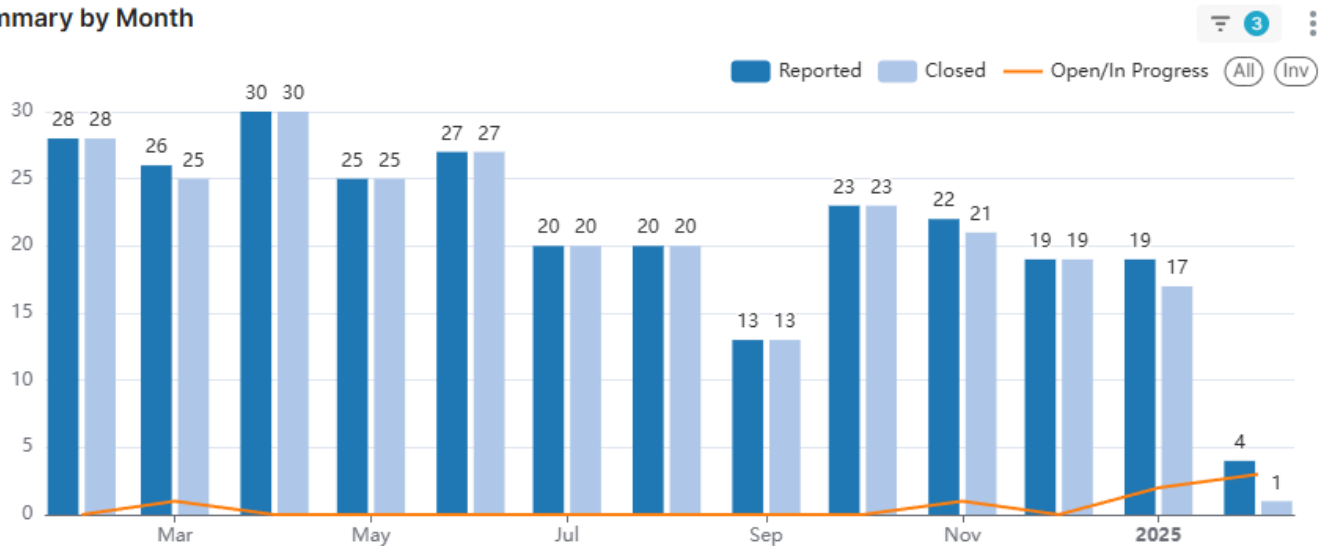
Landscape Solutions	Jan-25
1. Quality of Standard - 11/11	9
2. Complaint/Compliment - Maximum of 5 compliants per month	5
3. Response and Repair timeframes (Work Requests)	
P1	100%
P2	100%
P3	53%
4 Document Compliance	100%
5 Reporting	0%
SPS	Jan-25
1. Complaint/Compliment - Maximum of 1 compliants per month	0%
2. Schedule of Works	100%
3. Document Compliance	100%
4. Reporting	100%
Cleanaway	Jan-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	8
2. Complaint/Compliment - Maximum of 3 compliants per month	0
3. Schedule	100%
4. Document Compliance	100%
5. Reporting	0%



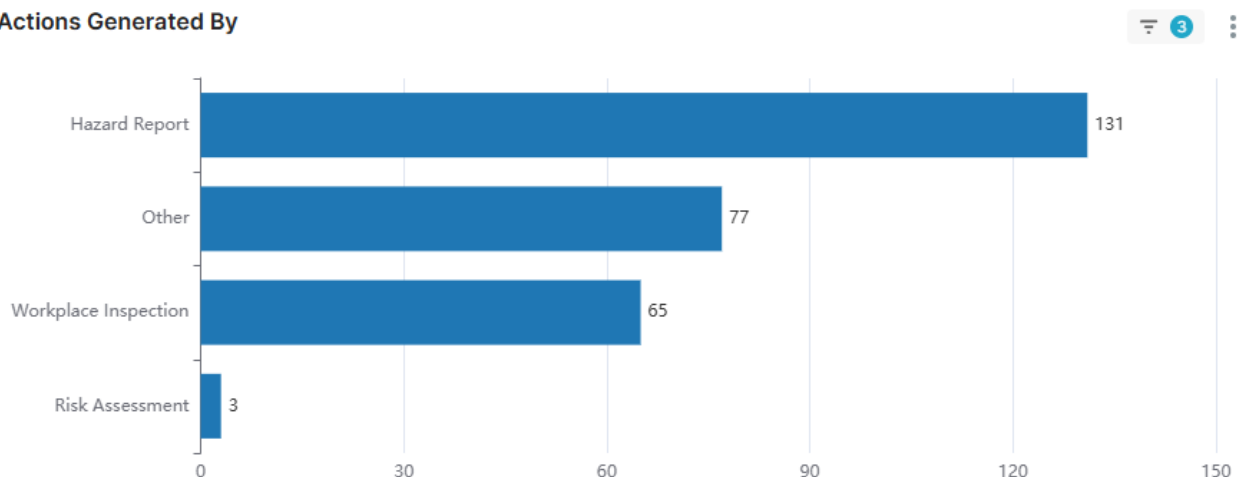
Hazard Identification/Reporting

In the month under review, a total of 20 hazards were reported, with 17 of these being identified by Facilities Services. The highest level of controls implemented was 100% - Elimination.

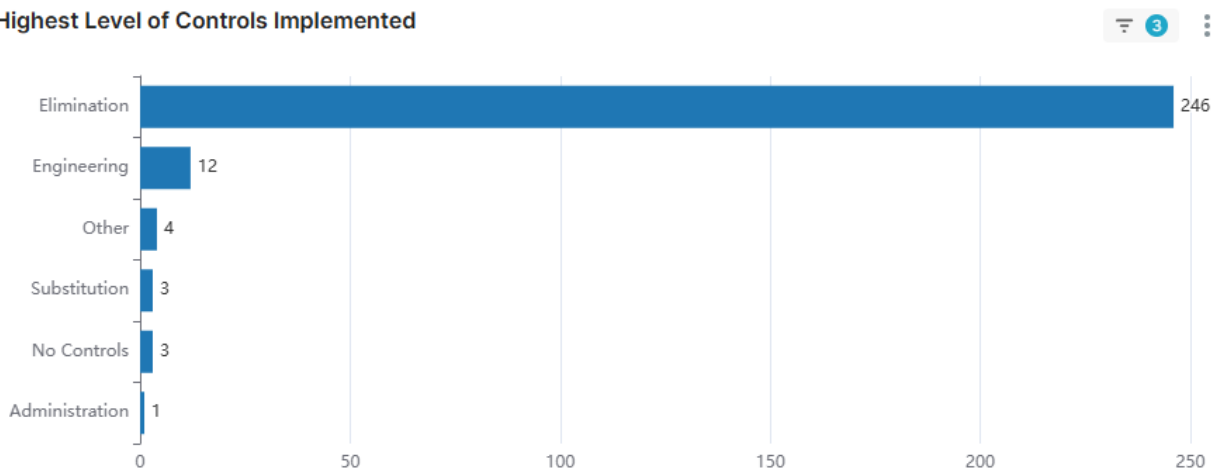
Summary by Month



Actions Generated By



Highest Level of Controls Implemented



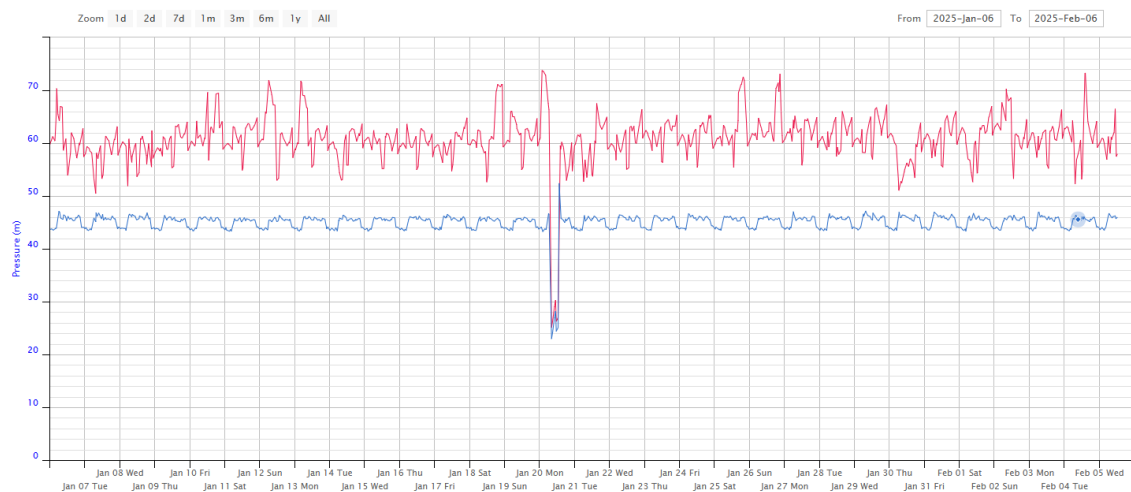


Water Management

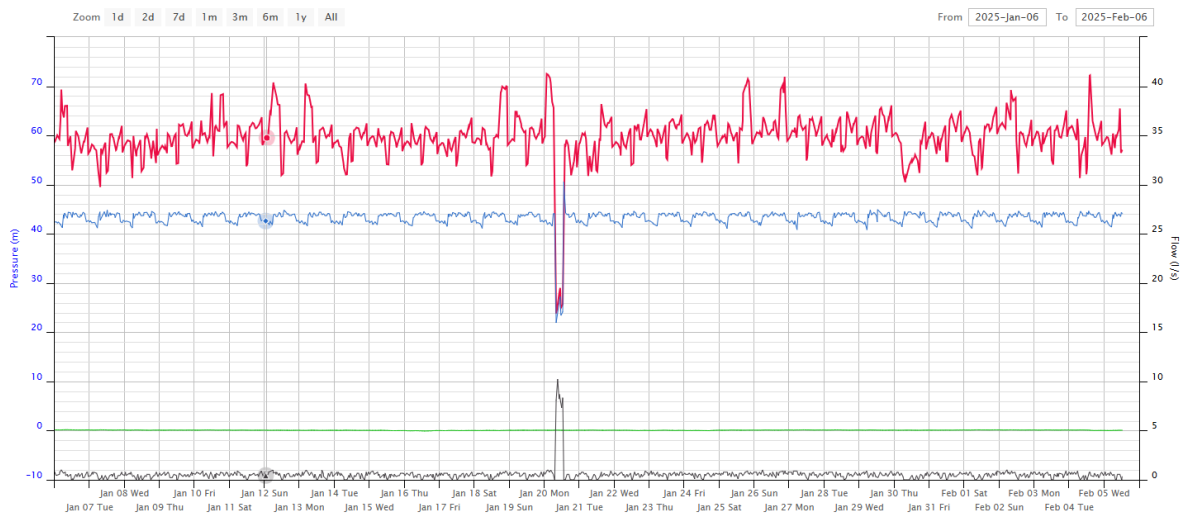
The PRV system is comprised of two pressure reducing valves and ten smart controllers. Commissioning of the system commenced 15 January 2024. Immediate reductions in pressure levels and fluctuations in the internal water network supply to Sanctuary Cove have been observed.

Prior to the installation and commissioning of the pressure management system, pressure readings at a typical point in Sanctuary Cove (from GCCC) fluctuated between 600 kPa and 840 kPa, depending on the time of day. *Data logging of pressures was undertaken 24/7 for a period from 14/7/20 – 7/08/20.* Currently, the pressures delivered from the PRV to Sanctuary Cove residents have been stabilised to a range of 400 kPa to 450 kPa.

PRV 1



PRV 2



The Red/Pink axis represents the GCCC supply pressure. The Blue axis represents the supply pressure to the Sanctuary Cove site from the PRVs. Please refer to below graphs/data illustrating significant fluctuations in the incoming supply pressure from GCCC compared to the current supply pressures at Sanctuary Cove.



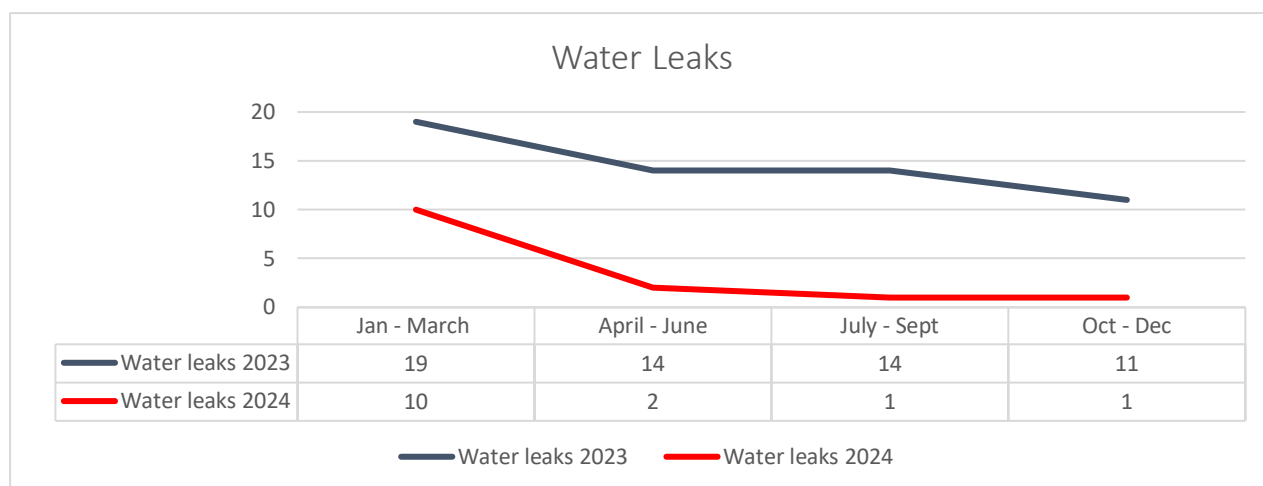
Water Loss/Leaks

The implementation and commissioning of the Pressure Management System has resulted in a significant reduction in water leaks across the site. As a result, the variance between the charges we receive from the GCCC and the amounts we charge out has notably decreased.

December 2023 - Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kl/m³/year (approximately 33,000 kl/quarter) for Sanctuary Cove, calculated using International Water Association (IWA) formulas.

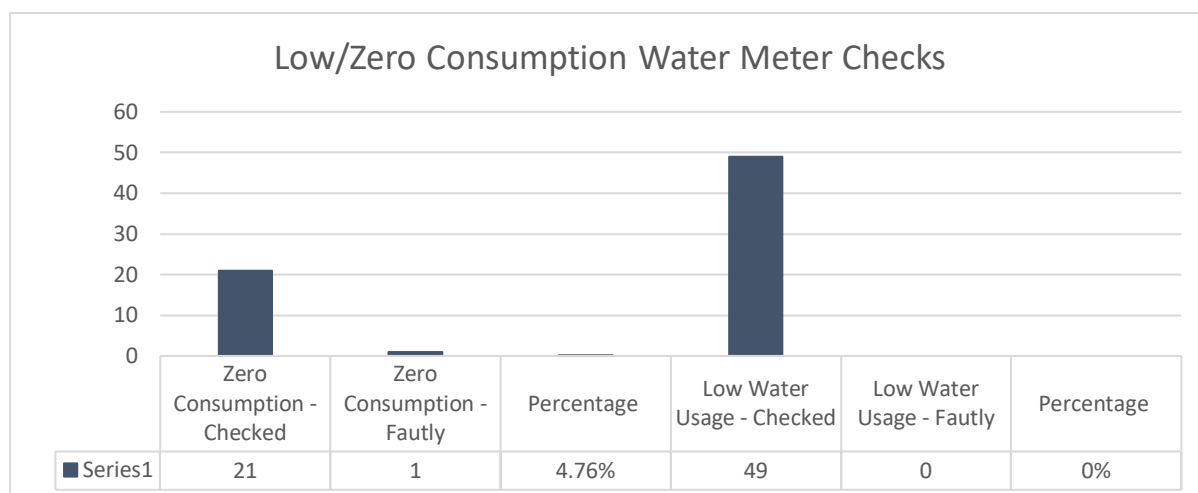
- (April – July 2024)- Calculations show a variance/loss of 6,747 kl/quarter = 78 kl/day
- (July – October 2024) Calculations show a variance/loss of 7,688 kl/quarter = 93 kl/day

Both are well below the acceptable UARL level.



Each water billing period, the Facilities Services Team conducts zero and low water usage checks to identify anomalies in water consumption, enabling timely detection of potential issues such as leaks or malfunctions, and supporting efficient and sustainable water management practices.

October 2024





Sinking Fund Projects FY2025

PBC	RESPONSIBLE	STATUS	PROJECTS
Electrical Lights PBC	Shanyn	In Progress	Yr3 Tulip light replacement (approved)
Facilities Equip	Shanyn		Replacement as per AF
FTTH PBC	Shanyn/Mike		ONU & Security/PABX system upgrade
Harbour PBC (including revetment walls)	Peter	Seeking Quotations	Rectification of timber walkways/jetty's
Irrigation Control PBC (inc A Class water)	Shanyn		Sanctuary Greens Verge Irrigation
Kerb PBC	Shanyn		Village Gates (Yr 1 - not yet complete)
Landscape PBC (including parks and playgrounds)	Shanyn	In Progress	LMP Phase 2/3
	Shanyn		Silky Oaks Replacement
	Shanyn	Complete	Darwinia Park Upgrade
Pumps PBC	Peter	Awaiting Approval	Pump Station access lid upgrades
	Peter	Seeking Quotations	Check and Isolation Valves replacements
Roads PBC (including parking)	Peter		Schotia Island Intersection upgrade,
	Shanyn		Remaining Paving - Stage 4 (Village)
Reports	Shanyn /Peter		Revetment Wall
Security System PBC (including alarm monitoring)	Mike		Camera Replacement - CCTV Stage 3
Stormwater Line PBC	Peter	Seeking Quotations	Revetment Wall - Rectification works
Wall Fences PBC (including gates)	Shanyn	Approved	PRV Fence
	Shanyn	In Progress	Roystonia Boom
Water Point PBC (includes sluice valves, fire hydrants, water meters)	Peter		Sluice Valve Replacements
	Peter		Fire Hydrant Replacements
	Peter		Residential Water Meter Replacements

PTBC	RESPONSIBLE	STATUS	PROJECTS
Buildings PTBC	Peter		SRH - A/C Replacement
Electrical Lights PTBC	Shanyn		Entry Boulevard Lighting
Kerb PTBC	Shanyn		MDN Entry Repairs
Landscape PTBC (including parks and playgrounds)	Shanyn		LMP Phase 2/3
Pumps PTBC	Peter		Pump Station 18
Reports	Shanyn/Peter		As Required
Security System PTBC	Mike		Camera Replacements CCTV Stage 3
Switchboard Meter PTBC	Peter		End of life/replacements
Water Point PTBC (includes sluice valves, fire hydrants, water meters)	Peter		Sluice Valve Replacements
	Peter		Fire Hydrant Replacements



Facilities Key Performance Indicators

FACILITIES SERVICES	Nov-24	Dec-24	Jan-25	Achieved
LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)				
PM - (MO) Percentage closed for month - Target 80%	100%	90%	84%	100%
Total % (Open vs Closed) Target 85%	78%	81%	72%	100%
Greater > 60 Days (Target <20)	15	17	5	100%
Total Outstanding <85	40	39	37	100%
Plumber jobs remaining > 30 days 2 average	1	1	0	100%
Electrician jobs remaining > 30 days 6 average	2	7	2	100%
Irrigation Jobs remaining > 30 days 4 average	1	1	0	100%
Priority 1 - Target >100 %	100%	100%	100%	100%
Priority 2 - Target >80 %	100%	100%	100%	100%
Priority 3 - Target >75 %	78%	87%	67%	100%
GOVERNANCE / COMPLIANCE				
FM - Monthly Site Inspection	✓	✓	✓	100%
Facilities Services WHS Training - Manual Handling, Ladder	100%	100%	100%	100%
Contractor Induction - Annual target 75%	76%	76%	76%	100%
Hazard identification - Target 2 each / 16 per month	22	19	18	100%
Risk Management - Task completion inline with due date - 75% (Safety Champion)	91%	92%	89%	100%
FINANCIAL PERFORMANCE				
Administration Fund – Spend vs Budget (including variance/forecast)	✓	✓	✓	100%
Sinking Fund Projects - Project Tracker	✓	✓	✓	100%

Note Indicates a lower-than-usual score due to 18 streetlights identified on 20/01/2025 requiring repairs. These repairs are currently pending the availability of a boom truck. Without this delay, the KPI would have been at 80%.*

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary

Address of scheme: C/- Sanctuary Cove Primary B/C, PO Box 15 SANCTUARY COVE, QLD, 4212

Section 2 – Authorisation

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space, please attach separate sheets.

I/we

Name of owner 1:

Signature: **Dated:** ____ / ____ / ____

Name of owner 2:

Signature: **Dated:** ____ / ____ / ____

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

SANCTUARY COVE PRIMARY

hereby appoint,

Proxy (full name):

as my/our proxy to vote on my/our behalf (*including adjournments*) at (please tick **one**)

☐ The body corporate meeting to be held on ____ / ____ / ____

☐ All body corporate meetings held before ____ / ____ / ____ (*expiry date*)

☐ All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: **Dated:** ____ / ____ / ____

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**