



MINUTES OF EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Principal Body Corporate GTP PBC EC 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 10 April 2025 at 9:00 AM
Meeting time: **09:05am – 11:57am**
Chairperson: Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot Livingstonia	GTP 1712	Mr Brian Earp (BE)
Lot Harpullia	GTP 107045	Mr Paul Kernaghan (PK) Treasurer
Lot Felicia	GTP 107128	Mr Stuart Shakespeare (SS) Chairperson
Lot Alpinina	GTP 107209	Ms Dianne Taylor (arrived @ 10:00am) (DT)
Lot Tristania	GTP 107217	Mr Mark Winfield (arrived @ 10:00am) (MW)
Lot Molinia	GTP 107442	Mrs Cheryl McBride (CM) Secretary

The following members present by Voting Paper and In Person:

Lot 107209	Ms Dianne Taylor	Committee member present (pre-voted)
Lot 107399	Mr Tony McGinty	Electronic vote
Lot 107442	Mrs Cheryl McBride	Committee member present (pre-voted)

The following members present by Voting Paper:

Lot 107399	Mr Tony McGinty	Electronic vote
------------	-----------------	-----------------

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 Cassie McAuliffe – General Manager (CA)
Mrs Brogan Watling – In-House Counsel (BW)
Ms Shanyn Fox – Facilities Manager (SF)
Mrs Simone Hoyle – Governance Review Presentation (SH)

Apologies:

Mr Tony McGinty

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1 Approval of Previous Minutes 13th March 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 March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	1

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

2 Approval of PBC EC VOC Grace Retainer Minutes 21st March 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 21st March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	7
No	0
Abstain	0

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

3 Referee Application for RZABL compliance for Lot 61 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: The Chairperson

CARRIED

RESOLVED 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 owner of Lot 61 Tristania comply with Residential Zone Activity By-Law 3.1 (c) Repair and Maintenance and 4.8 Unsightly Items.

Yes	7
No	0
Abstain	0

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

7. Correspondence for Information:

- Noted

8. Correspondence for Action:

CFA 1. – Payment plan for Uber Driver:

- Payment plan was previously agreed by email to all PBC EC members and letter outlining the payment plan was sent to Uber Driver.

CFA 2. – App proposal:

- (MW) suggested reaching out to resident Stephen Parr who has some experience in apps development for assistance.
- (PK) suggested work on the website initially as this is the main source of information for residents.

9. Reports for Information:

- Noted

10. General Business:

10.2 Governance Review Presentation – Mrs Simone Hoyle:

- Simone presented an update on the Governance Review at the start of the PBC EC meeting:
- Two key deliverables from this presentation:
 - Directional alignment for 3- year governance Improvement Plan Roadmap
 - Shared expectations for Governance Project and Governance Project lead role.

- **Five key lines:**

1. Collaborative Roadmap Development

The roadmap has been developed through a collaborative process involving Members Nominees (MNs), the PBC Executive Committee (EC), Mulpha, and Independent Governance Experts. This document reflects the consolidated recommendations that have emerged from the blueprint and represents a collective perspective. It addresses numerous governance gaps originally identified in 2014.

Clear Strategic Purpose

The plan establishes a clear strategic direction, prioritises initiatives, and aligns stakeholders with defined responsibilities. It acknowledges the natural tension between strategic planning and execution, presenting a high-level directional framework to drive alignment, buy-in, and clarity. This is not intended to function as an operational manual; rather, it outlines what we are doing, why we are doing it, and when. The “how” belongs in implementation planning—not for this strategic roadmap which is about clarity, alignment, prioritisation and deliverables.

The intention is to secure endorsement from the PBC MNs with the support of the PBC EC, allowing the project to move into the implementation phase.

2. Governance Content Refinement

The elements highlighted in red reflect feedback from PBC EC. Key feedback included the need for greater clarity on the governance project description and the content of the governance manual. SH has confirmed her role as Project Lead. The Chairperson noted Brogan’s limited capacity but agreed she could provide periodic support. The “Advisory Report” column identifies individuals who may be consulted, without implying ongoing engagement. The final section cross-references the blueprint with the governance plan to assist with prioritising deliverables.

3. Commitment to Continuous Improvement

It’s a journey of continuous improvement - flawless perfection is not the goal, continuous progress on improving our governance is we will implement, learn, evaluate and continuously improve.

4. Shared Responsibility for Culture

Culture is a shared responsibility across all key stakeholders. In 2014, an in-depth site wide review produced 13 findings and recommendations relating to governance. A decade later, an external governance review conducted by Directors Australia identified the same gaps still exist and have increased to 34 governance recommendations. This reinforces the need for cultural accountability and ongoing governance reform.

- **Four reasons why we need engagement with external governance experts and g oversight:**

1. Enhanced Independence and Compliance Assurance

Governance oversight introduces a layer of independence and objectivity, thereby reinforcing the organisation’s ability to meet compliance requirements and defend its actions when necessary.

2. Access to Contemporary Governance Expertise

Engaging external governance professionals provides access to proven expertise and modern governance principles. Notably, Directors Australia has developed a comprehensive blueprint comprising 34 recommendations to guide best practice.

3. Breaking Stalemates and Enabling Progress

Governance oversight plays a critical role in resolving impasses and facilitating progress where internal efforts may have stalled, thereby helping to move key initiatives forward.

4. Addressing Resource Constraints

There is a practical reality regarding limited resources. A small group of volunteers currently bears a significant portion of the workload. Governance support helps alleviate this burden and ensures continuity and accountability.

- The annual cost of this governance project is approximately 0.3% of the total PBC administration budget, equating to \$30,000. While budgets are constrained, the strategic value and long-term benefits of this initiative justify the investment.

- A PBC motion to approve the Governance Improvement Roadmap, based on the findings and recommendations from the Directors Australia Governance Blueprint, is proposed for the PBC EGM in May 2025. A question was raised whether there needs to be a motion to 'endorse' the DA Governance Blueprint. SH advised that Directors Australia discontinued service due to losing one of their key staff members. She is currently looking for another company to assist with this moving forward, but this will not stop us commencing the 3-year governance improvement plan if the PBC motion is approved. The PBC motion to approve of the Governance Improvement Roadmap does not constitute approval of funding for independent governance advisory services. A separate and specific motion will be submitted annually for PBC approval to allocate any such funding, based on need and scope.
- Questions were raised regarding the inclusion of the SC Community App as a priority within the Governance Improvement Plan. Concerns were expressed about potential costs, integration with SCBCS back-office platforms and systems, resource requirements, and expected usage. It was noted that a SC resident with App development expertise and experience could be approached to conduct a high-level assessment of integration feasibility and provide indicative cost estimates. MW offered to contact the resident to enquire whether they would be willing to assist with this initial assessment.

Hydrovision Update & Motion – Brogan Watling (BW) & Shanyn Fox (SF):

Key Points:

- A draft settlement deed has been agreed, pending approval from the PBC and PTBC.
- A proposed motion drafted by BW for the PBC EGM was tabled.
- The PBC EC agreed to consider the draft motion and the deed over the next few days then vote on its acceptance via VOC prior to the PBC EGM.
- Subject to a formal agreement with the contractor, TEW, to completed Stage 2 and attend to Hydrovision defects, the whole project could complete on budget, including the contingency.
- If the draft settlement deed is not entered into then its highly likely to proceed to the Supreme Court. The legal advice is that this would incur considerably costs and time to complete with no certainty of outcome.
- Hydrovision are holding expensive pumps, which have been paid for by PBC/PTBC and are needed to complete. The pumps are to be inspected by SF with a representative from the pump supplier to ensure they are in new operational condition and still under warrantee.
- The pump supplier has agreed to extend the warranty provided TEW conducts regular maintenance.
- Concern was expressed about whether the remaining funds would be sufficient to complete the project. This won't be known until TEW commits to a contract.
- Any additional cost to complete the project beyond the approved contract sum will require PBC and PTBC approval.
- SF to submit an update to the PBC when TEW have committed to a contract to complete.
- **Action:** JS to conduct VOC.
- (Note: The Executive Committee reviewed and endorsed the motion by VOC for inclusion on the PBC EGM agenda.)

FTTH fee proposal:

Key Points:

- The Harbour One building is currently connected to the FTTH network, the service has not been activated.
- A meeting was held the previous week with representatives from Mulpha reps, SS and SA, during which it was determined Mulpha intends to establish a separate and independent connection and system to the FTTH.
- Legal advice is being sought to clarify whether the PBC is permitted to provide services to owners of facilities located within Sanctuary Cove but outside the defined Residential Zone. This relates to H1 plus 6 other users currently connected to the FTTH.
- The scope of the PBC's upgrade works, specifically seeking clarity on the intended endpoints of these upgrades. An understanding of this is essential to assess future expenditure.

10.3 MN for Darwinia requests:

Key Points:

- There's critical need to attend to these issues due to inundation and damage cause by the recent weather events.
- There are no existing drainage plans available. A quote had been obtained for the preparation of such plans, by a surveyor and a civil engineer, with the estimated cost being approximately \$10,000, before any actual work could commence
- The GM will source more cost-effective option.
- There's been conflict between the affected owners which the GM and SS have been working to diffuse the situation.
- The MN for Darwinia sent a request for a breach notice against her neighbours for the use of security cameras which face into her property.
- It was agreed a letter to advise owners to remove the cameras.
- **Action:** JS to send a letter.

10.4 Administration & Management Agreement (AMA) – Cheryl McBride):

- It was advised the MNs received draft versions of two AMA agreements via email.
- It was suggested the agreements should be finalised by the PBC in May to enable distribution to all RBCs in June.
- It was further advised a key change is the separation of the agreements from the PTBC unlike the existing single agreement. Gratitude was extended to BW for her extensive work on drafting the agreements.
- The updated agreements include targets related to transparency, autonomy, sustainability, service standards, and accountability. Some MNs have submitted feedback on the drafts.
- BE enquired about the status of the RBCs, noting that they are currently locked into their agreements.
- CM responded while the RBCs are not being overlooked, the current focus and priority is to finalise the AMA agreements. The initial agreements are for one year only.

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

MEETING CLOSED at 11:57 AM

Chairperson: Mr Stuart Shakespeare X.....