



**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 24 April 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 27th February 2025
 - 6.2 Approval of PTBC EC VOC - Relocation of geese Minutes held on 21st March 2025
 - 6.3 Approval of PTBC EC VOC - Geese Relocation Process Minutes held on 27th March 2025
 - 6.4 Approval of FSC Minutes held on 20th February 2025
 - 6.5 Approval of FSC Minutes held on 28th March 2025
7. Correspondence for Information - Please see PTBC EGM

No	Date	From	To	Regarding

7.Reports for Information

No	Date	From	To	Regarding
1.	March 2025	SCCSL	PTBC	Ops Report
2.	April 2025	SCCSL	PTBC	Matters In Progress

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 24 April 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 27th February 2025 (Agenda Item 6.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PTBC Executive Committee Meeting held on 27th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	Approval of PTBC EC VOC Minutes - Relocation of geese held on 21st March 2025 (Agenda Item 6.2)	Ordinary Resolution
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Submitted by Committee

THAT the VOC Minutes of the PTBC Executive Committee Meeting held on 21st March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

3	Approval of PTBC EC VOC - Geese Relocation Process Minutes held on 27th March 2025 (Agenda Item 6.3)	Ordinary Resolution
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Submitted by Committee

THAT the VOC Minutes of the PTBC Executive Committee Meeting held on 28th March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

4	Approval of FSC Minutes held on 20th February 2025 (Agenda Item 6.4)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC EC notes and accepts the FSC Minutes dated 20th February 2025 as tabled.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

5	Approval of FSC Minutes held on 28th March 2025 (Agenda Item 6.5)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC EC notes and accepts the FSC Minutes dated 28th March 2025 as tabled.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

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.

IMPORTANT – If the property is owned in joint names, all Owners must sign the Voting Paper.

Name of voter: _____

Signature of voter: _____ Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. M1. 20250227 PTBC EC Minutes**
- 3. M2. 20250321 PTBC EC VOC Minutes Geese**
- 4. M3. 20250327 PTBC EC VOC Minutes Geese Gate booklet**
- 5. M4. Draft FSC Minutes 20250220 - PBCPTBC**
- 6. M5. Draft FSC Minutes 20250328 - PBCPTBC**
- 7. REPORTS FOR INFORMATION**
- 8. RFI 1. Ops Report MARCH 2025**
- 9. RFI 2. PTBC MIP 20250415**
- 10. 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 27 February 2025 at 12:30 PM
Meeting time: **1:05PM - 1:22PM**
Chairperson: Mr S 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 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:

Mr Paul Sanders	Committee member present (pre-voted)
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The following members present by Voting Paper:

The following members were present by Proxy:

Lot 10,58 Mr Barry Teeling to Mr Stephen Anderson

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

Present by Invitation:

Apologies:

Mr Barry Teeling

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

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

Statutory Motion Submitted by Committee

Motion **CARRIED**

RESOLVED 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	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 FSC Minutes held on 22nd November 2024 (Agenda Item 6.2)

Submitted by Committee

Motion **CARRIED**

RESOLVED that the PTBC EC notes and accepts the FSC Minutes dated 22nd November 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 23rd January 2025 (Agenda Item 6.3)

Submitted by Committee

Motion CARRIED

RESOLVED that the PTBC EC notes and accepts the FSC Minutes dated 23rd January 2025 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		

4 Matters in Progress February 2025 (Agenda Item 6.4)

Submitted by Committee

Motion CARRIED

RESOLVED 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	4
No	0
Abstain	0

NOTE:

102 – The Chair requested an update from Shanyn (SF) where the works were at for the safety concerns on the boulevard pathway. He requested this be address - as a matter of urgency due to risk of potential injury.

105 – The Chair advised the rezoning of Vardon Lane into Secondary Thoroughfare should only be a minor adjustment. Recommended RPS to survey & legal advice for the contract.

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

5 Operations Report January 2025 (Agenda Item 6.5)

Submitted by Committee

Motion CARRIED

RESOLVED that the PTBC EC notes Operations Report January 2025 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		

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

Submitted by Committee

Motion CARRIED

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

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

Yes	4
No	0
Abstain	0

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

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

MEETING CLOSED at 01:22 PM

Chairperson: Mr S Anderson X.....



MINUTES OF THE VOTING OUTSIDE EXECUTIVE COMMITTEE MEETING OF THE PRIMARY THOROUGHFARE BODY CORPORATE

Location of meeting: Voting Outside Committee meeting
Date and time of meeting: Friday 21st March 2025
Meeting start time: 4:05pm **Meeting finish time:** 4:06pm

Attendance

The following Committee members were present by voting paper:

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Rep: Mr Stephen Anderson

Position: Ordinary Member Name: Mulpha Sanctuary Cove Developments Pty Limited Rep: Mr Barry Teeling

Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep: Mr Paul Sanders

Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

Quorum

A Quorum was present for this meeting.

MOTIONS

1	Relocation of Geese	CARRIED						
Proposed by: PTBC Chairperson								
<p>RESOLVED that the PTBC accepts Mulpha will soon be commencing earthworks over the entire old Recreation Club site for the purpose of developing General Residential housing lots.</p> <p>Further RESOLVED that It is proposed that the PTBC accept relocation of the geese that currently prefer to locate themselves on and around the old Recreation Club site (General Residential site - Fairways sub-division site) over to the PTBC island in the lake adjacent to Sanctuary Cove Blvd, at no cost to the PTBC (funded by Mulpha). Refer attached aerial photo. Mulpha has sought advice from Biodiversity Australia with their recommendation being that they be re-located to a nearby suitable site and their opinion is that the island in the lake would be a suitable site as it is unlikely to have carnivorous predators, such as foxes, living on the island.</p>		<table><tr><td>Yes</td><td>4</td></tr><tr><td>No</td><td>0</td></tr><tr><td>Abstain</td><td>0</td></tr></table>	Yes	4	No	0	Abstain	0
Yes	4							
No	0							
Abstain	0							

Chairperson: _____



**MINUTES OF THE
VOTING OUTSIDE COMMITTEE MEETING
OF THE PRIMARY THOROUGHFARE BODY CORPORATE**

Location of meeting: Voting Outside Committee meeting

Date and time of meeting: Thursday 27th March 2025

Meeting start time: 4:00pm **Meeting finish time:** 4:05pm

Attendance

The following Committee members were present by voting paper:

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Rep: Mr Stephen Anderson

Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep: Mr Paul Sanders

Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

Quorum

A Quorum was present for this meeting.

MOTIONS

1	Geese Relocation Process	CARRIED
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Proposed by: PTBC Chairperson

THAT Subsequent to '1' (Below), the PTBC give due consideration to '2' and '3' (Below) and in order for the geese to be successfully relocated to the island approve:

- For Mulpha to organise and fund the installation of a potable water supply 'tub' connected to the existing potable water supply that supplies water to the existing water bubbler as per attached 'geese water' PDF. Installation will be done by a licenced plumber.
- To assist in the geese management on the island for Mulpha to organise and fund the installation of a black aluminium garden fence and garden gate (similar to pool fence but 900mm high) across the pathway that leads onto the island as per attached 'geese gate + fence' sketch PDF. Installation proposed to be done by a reputable hard landscape contractor.
- On completion of the above Mulpha will organise and fund the geese relocation which will be carried out by Biodiversity Australia

Yes	3
No	0
Abstain	0

Background

1. The PTBC has previously approved relocation of the geese currently located in and around the old Rec Club site over to the island in the lake adjacent to Sanctuary Cove Blvd, as per attached VOC minutes.
2. Biodiversity Australia has advised that the geese will need a readily available potable water supply on the island for drinking.
3. The attached Geese correspondence was received and passed on to Mulpha

Chairperson: _____



MINUTES OF THE VOTING OUTSIDE EXECUTIVE COMMITTEE MEETING OF THE PRIMARY THOROUGHFARE BODY CORPORATE

Location of meeting: Voting Outside Committee meeting
Date and time of meeting: Friday 21st March 2025
Meeting start time: 4:05pm **Meeting finish time:** 4:06pm

Attendance

The following Committee members were present by voting paper:

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Rep: Mr Stephen Anderson

Position: Ordinary Member Name: Mulpha Sanctuary Cove Developments Pty Limited Rep: Mr Barry Teeling

Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep: Mr Paul Sanders

Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

Quorum

A Quorum was present for this meeting.

MOTIONS

1	Relocation of Geese	CARRIED
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Proposed by: PTBC Chairperson

RESOLVED that the PTBC accepts Mulpha will soon be commencing earthworks over the entire old Recreation Club site for the purpose of developing General Residential housing lots.

Further **RESOLVED** that It is proposed that the PTBC accept relocation of the geese that currently prefer to locate themselves on and around the old Recreation Club site (General Residential site - Fairways sub-division site) over to the PTBC island in the lake adjacent to Sanctuary Cove Blvd, at no cost to the PTBC (funded by Mulpha). Refer attached aerial photo. Mulpha has sought advice from Biodiversity Australia with their recommendation being that they be re-located to a nearby suitable site and their opinion is that the island in the lake would be a suitable site as it is unlikely to have carnivorous predators, such as foxes, living on the island.

Yes	4
No	0
Abstain	0

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, 20 February 2025	
Meeting Chaired by:	Mr Stephen Anderson	
Meeting start time:	2:23pm	Meeting finish time: 3:02pm

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 23 January 2025 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 January 2025 as tabled.

Notes:

SA – Facilities Manager to include irrigation in budget for 2026

PK – RBC EGM date query raised, Body Corporate Manager advised the current schedule is to allow sufficient time to have the approved PBC levy for RBC budgets.

PK & SA – Discussion and review around timing and scheduling of General Meetings in respect of Budget approvals.

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 January 2025 as tabled.

Notes: Discussion around system generated Financial Statements

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 January 2025 as tabled.

Notes: PK & SA – to include explanation required on any item variances both favourable and unfavourable over \$10k

PK – Grounds & Garden large budget item request for confirmation on status from the Facilities Manager

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 and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary 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	✓		

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 January 2025 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	✓		

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 January 2025 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 PTBC 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 January 2025 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:



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, 28 March 2025		
Meeting Chaired by:	Mr Stephen Anderson		
Meeting start time:	2:00pm	Meeting finish time:	2:43pm

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 20 February 2025 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 February 2025 as tabled.

Notes:

MY – FM updating 40yr plan – currently conducting assessments to determine allocation years are holding relevant. Noted project considerations and submissions for FY2026 were originally scheduled for June, but has been brought forward due to budget preparation requirements and timing changes.

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 28 February 2025 as tabled.

Notes: Format changed based on feedback from last meeting. Highlighted current system only allows for full year budget values, as such the comparison of YTD will be against Full Year Budget and Full Year results of the prior year.

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 28 February 2025 as tabled.

Yes	5
No	0
Abstain	0

Notes:

MY provided explanation for water variance position

Aged debtor discussion – SCCSL In-House Counsel currently drawing up a 2nd debtor payment plan re. Light pole damage

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 and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary 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	✓		

6	PTBC Financial Statements	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 28 February 2025 as tabled.

Notes:

SA advised MY to review allocation and propose reallocations of SF allocations.

SA requested confirmation of Boulevard trees maintenance schedule is before boat show.

SA suggested Security Services ban entry of visitors who have outstanding payments.

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
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 28 February 2025 as tabled.

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

8	PTBC Legal/Consultant Costs Summary	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes there was no expenditure incurred during the year to date period to 28 February 2025 at the end of month accounts closure.

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
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Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Thursday, 17 April 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:

REPORTS FOR INFORMATION

OPERATIONS REPORT – MARCH 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	336	932	256	1464	66	114	480	992	91
YTD 2024	308	921	268	1497	73	112	528	717	142

Valet Services (March 2025 – YTD 2025)

	March 2025		March 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	10	\$80.00	11	\$88.00	59	\$472.00
Long Term Rental	8	\$950.00	4	\$350.00	33	\$3,650.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	8	\$304.00	6	\$228.00	29	\$1,123.00
Other	8	\$304.00	2	\$76.00	13	\$494.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	5	\$1,375.00	5	\$1,375.00	25	\$7,304.00
Total	39	\$3,013.00	28	\$2,117.00	160	\$13,293.00

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.

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

Items Actioned – refer to statistics.



- 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 statistic in the Security Report.
- 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 March there were 154 Parking Infringement "Reminder Notices" issued, compared to 185 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Ardisia	34	70	Molinia	4	3
Harpullia	13	6	Acacia	2	2



Tristania	12	5	Adelia	2	0
Zieria	11	28	Banksia Lakes	2	2
Alpinia	10	7	Bauhinia	2	2
Schotia Island	10	3	Cassia	2	2
Darwinia	7	1	Livingstonia	2	0
Caladenia	6	3	Alyxia	1	0
Felicia	6	4	Corymbia	1	0
Araucaria	5	5	Fuschia	1	0
Plumeria	5	11	Justica	1	0
Roystonia	5	6	Woodsia	1	0
Washingtonia	5	3	Colvillia	0	2
Admin	4	19	Fuschia	0	1
	133	171		21	14

Speed Sign/Camera

The speed camera continues to have a charging fault causing it to lose power after only 3-4 hours. Option for another camera solution is being investigated.

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	196,936	43,374	7,381	1,508	282	74	249,555
Total	958,197	217,268	38,644	7,126	1249	269	1,222,753
% Current YTD	78.92%	17.38%	2.96%	0.60%	0.11%	0.03%	100.0%
Jan 2024	31,790	7171	1317	222	31	12	40543
Feb 2024	29,295	6,571	1,238	208	64	15	37,391
Mar 2024	27,942	6,144	490	238	39	13	34,866
% Current MM	78.35%	17.57%	3.31%	0.56%	0.17%	0.04%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	77	29.03.25	2359 hrs
2204 The Parkway	83	11.03.25	1700 hrs



Operational

Security attended to 38 incidents for the month – 26 General and 12 Medical.

Twenty-six (26) General Incidents:

- a) Twelve (12) were Person related including:
 - 1. 2 of verbal abuse - to a B/Corp Manager and a resident
 - 2. A resident headbutted by a neighbour
 - 3. 2 of Disorderly behaviour – a fight between a group of girls in the Village and 2 Gym members at the Country Club
 - 4. 2 of Domestic disputes – between 2 sisters at a wedding and a resident and her partner
 - 5. 2 of Intoxication – a hotel guest and a resident on The Palms course
 - 6. A disoriented person at North Gate who left prior to Police arriving
 - 7. A missing wedding guest found intoxicated at a hotel pool
 - 8. Unauthorised access through a fence line on MDN
- b) Four (4) were Vehicle related including:
 - 1. 2 vehicles that tailgated and damaged a boom
 - 2. A boom that lowered early onto a contractor vehicle
 - 3. A vehicle driven erratically in the Village with the driver arrested by Police
- c) Ten (10) were Property related including:
 - 1. 5 x alarms in the Village for Fire/PIR activation
 - 2. Damage to the roof of a Security vehicle during TC Alfred
 - 3. A switchboard that caught fire in a home
 - 4. A smoke detector with scorch marks to the ceiling
 - 5. External check for a restaurant in the Village

Twelve (12) Medical incidents:

10 residents and 2 visitors. These included:

- 4 people that suffered a fall at their home
- A suspected self-harm incident
- Elevated blood pressure
- Two disoriented people - one at reception and the other found in the street
- Stroke symptoms
- A person who fell from their buggy
- A minor cut to a finger
- A person with heart related symptoms

8 patients were transported to hospital.



44 Complaints were received:

	March 2025	February 2025	January 2025	December 2024
Residents	37	30	23	31
Subject not located	6	9	4	15
Rentals	0	11	7	10
Marina	1	1	6	4
TOTAL	44	51	40	60

Marine Patrols

There were 313 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- Haven was deployed on 0 dayshifts and 0 nightshifts.
- Eden was deployed on 14 dayshifts and 15 nightshifts.

March 2025	Haven	Eden	Totals
Zone1/Harbour 1	0	116	116
Zone 2/Harbour 2	0	65	65
Zone 3/Harbour 3	0	55	55
Zone 4/Harbour 4	0	31	31
Zone 5/Roystonia	0	46	46
Total Patrols	0	313	313
Day Patrols	0	14	14
Night Patrols	0	15	15

Reduced patrols have resulted from maintenance on the Haven motors, the impact of Tropical Cyclone Alfred, extreme weather conditions, and ongoing staff shortages.

There were 6 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- All 6 incidents were related to fishing activities and were moved on without incident:
 - 2 from the Boulevard Bridge and Memorial Park
 - 1 from 22 Ton Bridge
 - 1 from Cypress Point
 - 1 from Marina Pier
 - 1 from The Pines course



Visitor Management System and License Plate Recognition

	03.03.25	01.04.25
Residents registered with LPR	1,145	1,143
Total not registered with LPR	281	283
Total Lots	1,426	1,426
Resident vehicles/buggies LPR	5,016	5,047
Permanent visitor vehicles LPR	5,632	5,658
Total Vehicles	10,648	10,705
Residents registered VMS Portal	443	438
Res/Builder/multiuser same house	122	122
Number of VMS entries	2,475	2,508

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

LPR (License Plate Recognition) Registration by Residents: Decreased by 2 to 1143 or 80% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 5 to 438.

Active Users on VMS Portal: Unchanged at 122 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 33 to 2,508.

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.

There are no reported issues this month.



Workplace Health and Safety

The next meeting has been re-scheduled to 10 April 2025.

Scheduled Works

Nil to report

Staff

2 Security Officer vacancies has been filled, and they have commenced their Induction Training. Interviews are ongoing for a third vacancy after a Security Officer resigned for family reasons.

Negotiations have begun with external provider Employer Protect to progress the Enterprise Agreement on behalf of the Company

Mike Telea
3 April 2025



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 – Minutes & Agendas	Complete
	➤ Minimum 1 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 quarterly.	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 March 2025, a total of Twelve (12) breach letters were issued for RZABL compliance, and five (5) breach letters were issued for parking compliance, and a total of twenty (20) breach letters were issued for Security/Alarm related matters.
3. **Website Access** – Please refer to the website www.oursanctuarycove.com.au 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** – Increase in voting papers since we implemented this tool. We encourage everyone to continue using this tool.
6. **AGMs Completed**- With AGMs now finalised and committee roles filled, please take the time to familiarise yourself with your committee members.
7. **RBC/PBC Induction Sessions** – Induction sessions have been scheduled for Friday, 4 April at 10:00 AM and Friday, 11 April at 2:00 PM. We encourage new committee members and member nominees to attend.
8. **Staff Updates** – The role of Compliance Officer/Building Approval Officer, previously held by Kira Cook, has been advertised. We aim to fill this position as soon as possible.
9. **Easter Long Weekend** – Please note that the office will be closed from Good Friday, 18 April 2025, and will reopen on Tuesday, 22 April 2025.
10. **Anzac Day** – The office will be closed on Friday, 25 April 2025, in observance of Anzac Day.



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 – MARCH 2025

After Hours call outs

Date	PBC Emergency Repair
09/03/2025	Cyclone Alfred- Sewer Pump fault (Electrical & Hydraulic)
21/03/2025	Sewer Pump station- Blocked impeller
22/03/2025	Sewer Pump station- Debris causing floats to not operate

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

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

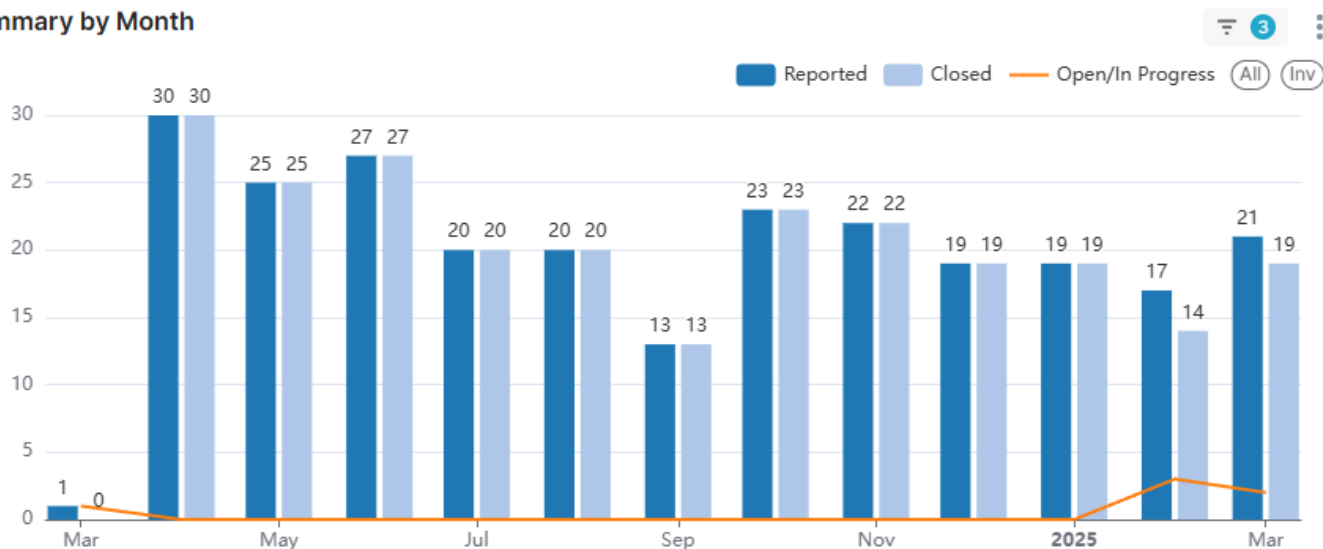


Landscape Solutions	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
1. Quality of Standard - 11/11	8	7	9	9	7
2. Complaint/Compliment - Maximum of 5 compliants per month	3	9	5	0	0
3. Response and Repair timeframes (Work Requests)					
P1	100%	100%	100%	100%	100%
P2	100%	100%	100%	100%	100%
P3	33%	56%	53%	48%	0%
4 Document Compliance	100%	100%	100%	100%	100%
5 Reporting	100%	0%	0%	100%	100%
SPS	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
1. Complaint/Compliment - Maximum of 1 compliants per month	0%	0%	0%	0%	0%
2. Schedule of Works	100%	100%	100%	100%	100%
3. Document Compliance	100%	100%	100%	100%	100%
4. Reporting	100%	100%	100%	100%	100%
Cleanaway	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	4	5	8	6	6
2. Complaint/Compliment - Maximum of 3 compliants per month	0	6	0	0	0
3. Schedule	100%	100%	100%	100%	100%
4. Document Compliance	100%	100%	100%	100%	100%
5. Reporting	100%	0%	0%	100%	100%

Hazard Identification/Reporting

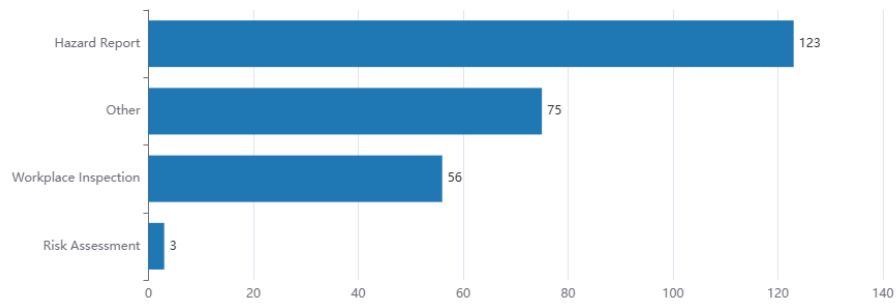
During the month, a total of 21 hazards were reported, 19 of which were closed within the required timeframe. Of these, 16 hazards were identified by Facilities Services, with the highest level of controls implemented being Elimination.

Summary by Month

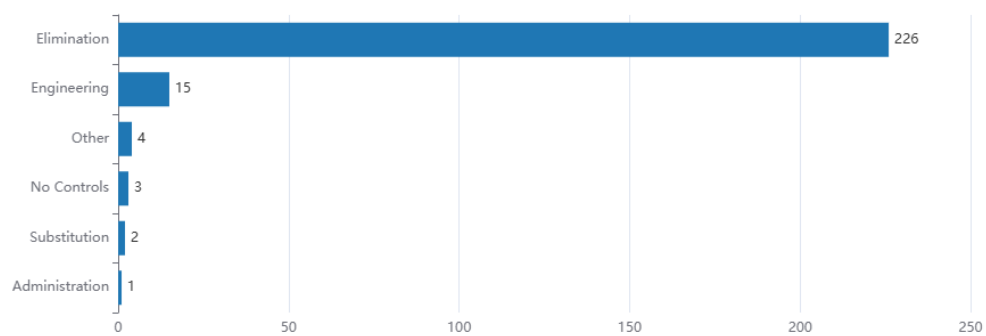




Actions Generated By

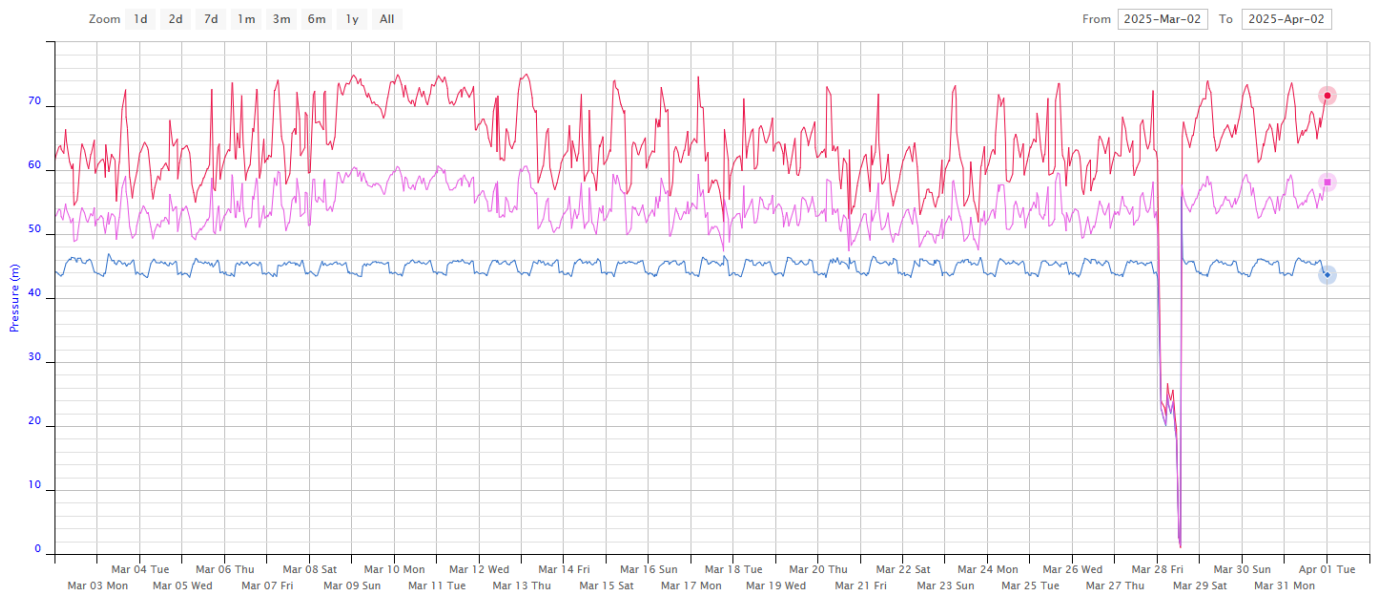


Highest Level of Controls Implemented

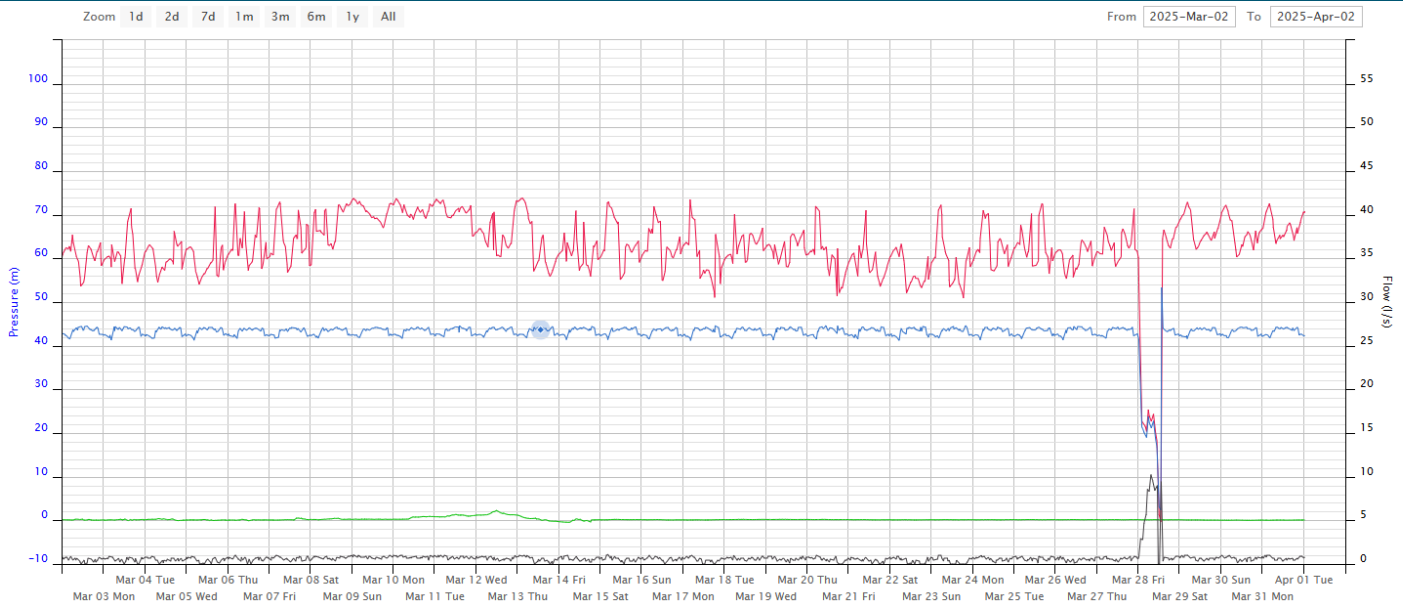


Water Management

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.

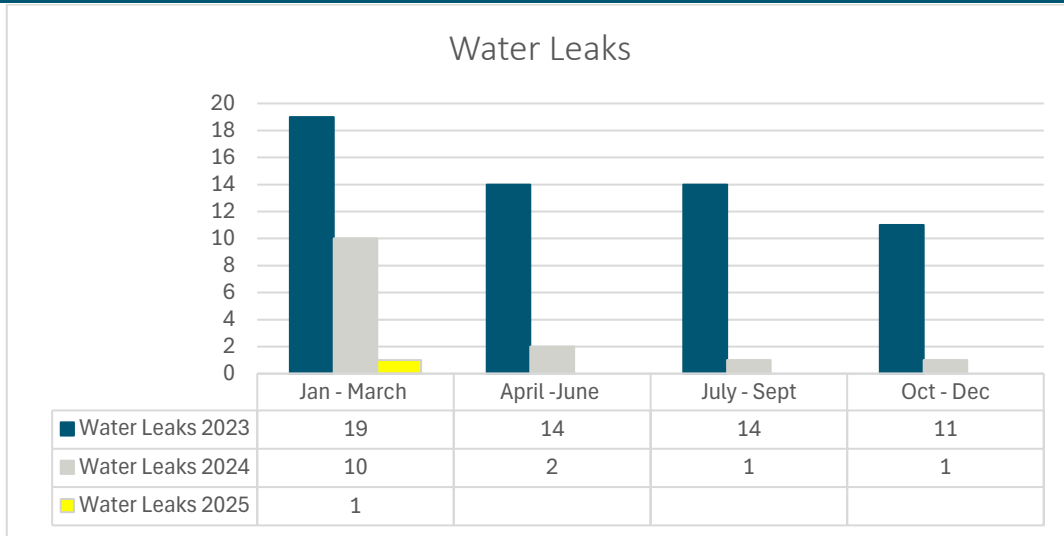
Water Loss/Leaks

The implementation and commissioning of the Pressure Management System have led to a significant reduction in water leaks across the site. Consequently, the variance between the charges from GCCC and the amounts we charge out has decreased substantially.

Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kL/m³/year (approximately 33,000 kL per 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

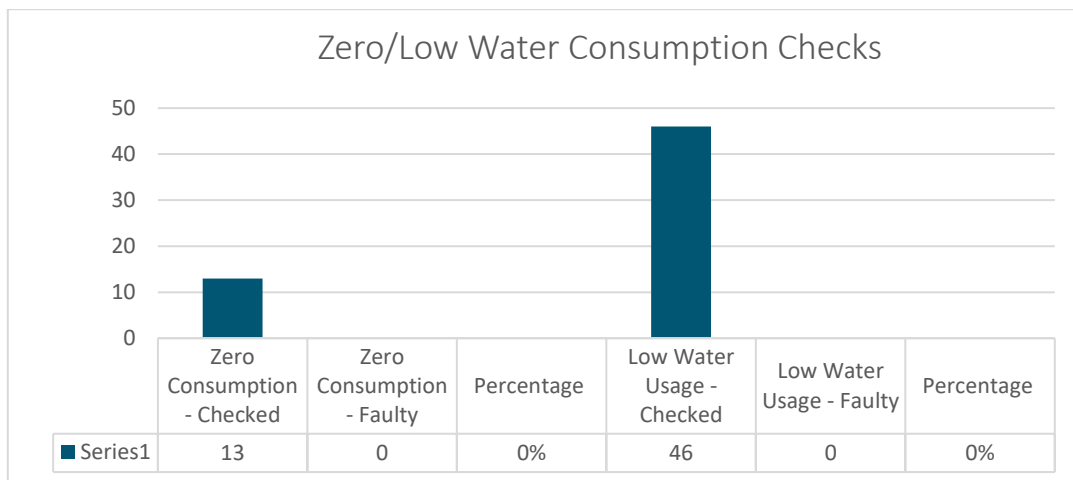
Both are well below the acceptable UARL level.



Water Billing

Zero and low water usage checks were conducted to identify any anomalies in water consumption, allowing for the timely detection of potential issues such as leaks or malfunctions and supporting efficient, sustainable water management practices. Please see the data below.

Jan-March 2025 - Please note: This data is provided quarterly in line with the water billing cycle



Sinking Fund Projects FY2025

PBC	Projects	Budgeted FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Estimate - Start
Bridges_PBC						
Electrical_Lights_PBC	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	In progress	
Facilities_Equip	Replacement as per AF	\$ 706.00	\$ 1,000.00	\$ -	NYS	
FTTH_PBC	Spare parts – may not be required.	\$ 40,000.00	\$ 40,000.00	\$ -	NYS	
	ONU & Security/PABX system upgrade		TBA	\$ -	EOI	
Harbour_PBC	(including revetment walls)	\$ 45,000.00	\$ 45,000.00	\$ -	NYS	August
Hydraulic & Electrical Supplies						
Irrigation_Control_PBC (inc A Class water)	Sanctuary Greens - Verge Irrigation	\$ 200,000.00	\$ 200,000.00	\$ -	Scope of Works	July/August
Irrigation_Mains_PBC						
Irrigation_Valves_PBC						
Kerb_PBC	Village Gates (not yet complete - Yr 1)	\$ -	\$ 30,000.00	\$ -	Awaiting Mulpha	
Landscape_PBC	LMP Phase 2/3		\$ 181,131.39	\$ -	Ongoing	
(including parks and playgrounds)	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 130,000.00	\$ -	Seeking Quotations	June
	Darwinia Park upgrade		\$ 33,876.61	\$ 38,868.61	In progress	
Pumps_PBC	Pump Station access lid upgrades		\$ 55,395.00	\$ -	Approved	April
	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	NYS	September
	Building Management System		\$ 130,000.00	\$ -	Seeking Quotations	June
Reports		\$ 50,000.00	\$ 50,000.00	\$ -	NYS	
Roads_PBC (including parking)	Schotia Island Intersection upgrade	\$ 300,000.00	\$ 285,000.00	\$ -	Scope of Works	August
	Remaining Paving - Stage 4 Village Gate	\$ -	\$ 50,000.00	\$ -	Awaiting Mulpha	
Security_System_PBC	CCTV servers upgrade - Stage 3		\$ 170,000.00	\$ -	Seeking Quotations	June
(including alarm monitoring)	Jacques Gate Intercom upgrade	\$ 150,000.00	\$ 65,000.00	\$ -	Seeking Quotations	June
Stormwater_Line_PBC	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	May
Stormwater_Point_PBC						
Switchboard_Meter_PBC						
Wall_Fences_PBC	PRV Fence	\$ -	\$ 13,630.00	\$ -	Approved	April
(including gates)	Roystonia Boom		\$ 24,132.85	\$ 10,699.95	In progress	
Wastewater_Line_PBC						
Wastewater_MH_PBC						
Wastewater_RM_PBC						
Water_Lines_PBC	Marine Drive North Mainline replacement	\$ 1,000,000.00	\$ -	\$ -	No Longer Required	
Water_Point_PBC	Sluice Valve Replacements		\$ 50,000.00	\$ -	NYS	August
(includes sluice valves, fire hydrants, water meters)	Fire Hydrant Replacements	\$ 250,000.00	\$ 50,000.00	\$ -	NYS	August
	83 Residential Water meter replacements		\$ 80,000.00	\$ -	NYS	August
WW_H_Connection_PBC						
Total		\$ 2,840,706.00	\$ 2,064,165.85	\$ 289,620.98		



PTBC	Projects	Total Spend - Budgeted	Total Spend - NYC	Actual Spend - To date	Status/Comment	Estimate Start
Bridges_PTBC						
Buildings_PTBC	Security Roundhouse - A/C Replacement	\$ 6,625.00	\$ 6,625.00	\$ -		
Electrical_Lights_PTBC	Replacement end of life assest	\$ 20,990.00	\$ 50,000.00	\$ 10,500.00	In progress	
Facilities Equipment_PTBC						
FTTH_PBC						
Harbour_PTBC (including revetment walls)						
Hydraulic & Electrical Supplies						
Irrigation_Control_PTBC (inc A Class water)						
Irrigation_Mains_PTBC						
Irrigation_Valves_PTBC						
Kerb_PTBC	MDN entry Repairs	\$ -	\$ 20,000.00	\$ -	NYS	May
Landscape_PTBC (including parks and playgrounds)	LMP Upgrades	\$ 75,000.00	\$ 50,000.00	\$ -	NYS	Ongoing
Path_PTBC						
Pumps_PTBC	Contingency Pump Station 18	\$ 10,000.00	\$ 10,000.00	\$ -	NYS	
Reports		\$ 20,000.00	\$ 20,000.00	\$ -	NYS	
Roads_PTBC (including parking)						
Security_System_PTBC	Camera Replacements CCTV Stage 3	\$ 38,522.00	\$ -	\$ -	Postponed	
Stormwater_Line_PTBC						
Stormwater_Point_PTBC						
Switchboard_Meter_PTBC	Switchboard Upgrades	\$ 18,150.00	\$ 18,150.00	\$ -	NYS	
Wall_Fences_PTBC (including gates)						
Wastewater_Line_PTBC						
Wastewater_MH_PTBC						
Wastewater_RM_PTBC						
Water_Lines_PTBC						
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 38,701.20	\$ 19,350.50	\$ -	NYS	August
	Fire Hydrant Replacements		\$ 19,350.70	\$ -	NYS	August
WW_H_Connection_PTBC						
New Asset - Facilities Compound						
New Asset - Rotary Memorial						
Total		\$ 227,988.20	\$ 213,476.20	\$ 10,500.00		

As at
15 April 2025



#	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. Deed of Settlement in progress 	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
15 April 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

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:**