



## NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

**Name of Property:** Sanctuary Cove Principal Body Corporate  
**GTP:** 202  
**Location of Meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,  
Marine Village, Masthead Way, Sanctuary Cove QLD 4212  
**Date and Time of meeting:** Thursday 12 June 2025 at 9:00AM

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
  1. Approval of PBC EC Minutes 15<sup>th</sup> May 2025
  2. Body Corporate ARC Report 2<sup>nd</sup> June 2025
  3. QCAC applications for alarm noncompliance

### 7. Correspondence For Information

No	Date	From	To	Regarding
1.	27/05/2025	Chambers Russell	PBC Secretary	Legal advice on Admin and Facilities Agreement
2.	28/05/2025	Schotia Island MN	PBC Secretary	Resignation of Schotia Island MN
3.	29/05/2025	PBC	Resident - Lot 20 Darwinia	Approval of Security Cameras
4.	29/05/2025	PBC	Resident - Lot 18 Bauhinia	Approval of Security Cameras

5.	29/05/2025	PBC	Resident - Lot 98 Bauhinia	Approval of Security Cameras
6.	30/05/2025	Schotia Island RBC	PBC Secretary	Appointment of Schotia Island MN - Lee Uebergang
7.	1/06/2025	Darwinia MN	PBC Secretary	Resignation of Darwinia MN
8.	3/06/2025	PBC Chairperson & Secretary	Residents	Newsletter June 2025

#### 8. Correspondence For Action

No	Date	From	To	Regarding
1.	3/06/2025	Resident in Schotia Island	PBC	Removal and replacement of tree
2.	4/06/2025	Facilities Manager	PBC	Project consideration for SG Irrigation
3.	5/06/2025	PBC Chairperson	PBC EC	8080 FTTH Connection

#### 9. Reports For Information

No	Date	From	To	Regarding
1.	May 2025	SCCSL	PBC EC	Ops Report
2.	15 May 2025	FSC	PBC EC	FSC Minutes
3.	May/June 2025	Compliance	PBC EC	Compliance Report
4.	May 2025	SCCSL	PBC EC	Matters In Progress

#### 10. General Business:

- 10.1 Parking Infringements - Compliance
- 10.2 Taymardon Letter box drop
- 10.3 PBC Conduits & Service pit infrastructure for optical fibre
- 10.4 PBC EGM agenda items for June 2025

Closure of Meeting

Reply To  
PO Box 15,  
SANCTUARY COVE  
QLD, 4212

# VOTING PAPER

Executive Committee Meeting for the Sanctuary Cove Principal Body Corporate GTP PBC EC GTP 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 12 June 2025 at 09:00 AM

## 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 Minutes 15th May 2025 (Agenda Item 6.1) Ordinary Resolution

Statutory Motion Submitted by Committee

**THAT** the Minutes of the PBC Executive Committee Meeting held on 15<sup>th</sup> May 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

### 2 Body Corporate ARC Report 2nd June 2025 (Agenda Item 6.2) Ordinary Resolution

Submitted by Committee

**THAT** the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2<sup>nd</sup> June 2025.

Yes ☐

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2nd June 2025.

No ☐

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2nd June 2025.

Abstain ☐

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Building Approvals Manager, at its meeting held 2nd June 2025.

Submitted by Committee

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**THAT** the PBC EC instructs the Body Corporate Manager to lodge fourteen applications with the Queensland Civil and Administrative Tribunal seeking orders that the proprietors within the resort comply with Developmental Control By Laws 2.16 and 2.18 Detection and Communication Systems.

Yes ☐

No ☐

Abstain ☐

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GTP: PBC EC GTP 202

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.

***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. Minutes of the previous meeting**

**3. M2. DRAFT Stage 1 ARC Minutes 20250602**

**4. M3. PBC Compliance Report - May 2025 Alarm Compliance**

### **5. CORRO FOR INFORMATION**

**6. CFI 1. Sanctuary Cove Principal Body Corporate \_ 20250527 Review of proposed  
administration and facilities management agreements**

**7. CFI 2. WB Resignation letter**

**8. CFI 3. 1930 Security Camera Approval**

**9. CFI 4. 4636 Security Camera Approval**

**10. CFI 5. 4638 Security Camera Approval**

**11. CFI 6. 20250530 Members nominee notice\_SCHOTIA ISLAND**

**12. CFI 7. JB Resignation Darwinia Body Corporate**

**13. CFI 8. Sanctuary Cove PBC Community Newsletter June 2025**

### **14. CORRO FOR ACTION**

**15. CFA 1. Street Tree - Schotia Island (2113 The Circle)**

**16. CFA 1. Harpullia pendula Plantmark**

**17. CFA 1. Street Tree 2113**

**18. CFA 2 . Project Considerations for Sanctuary Greens Irrigation installation**

**19. CFA 3. Fibre to the Home and NBN Systems**

### **20. REPORTS FOR INFORMATION**

**21. RFI 1. Ops Report May 2025**

**22. RFI 2. FSC Minutes 20250515 - PBCPTBC**

**23. RFI 3. PBC Compliance Report - May 2025**

**24. RFI 4. PBC MIP 20250603**

**25. Proxy form - BC**

# **MOTION INFORMATION**



**MINUTES OF EXECUTIVE COMMITTEE MEETING**  
**for Sanctuary Cove Principal Body Corporate GTP PBC EC GTP 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 15 May 2025 at 9:00 AM  
**Meeting time:** **09:02am – 11:11am**  
**Chairperson:** Stuart Shakespeare

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**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 Alpinia GTP 107209	Ms Dianne Taylor (DT)
Lot Tristania GTP 107217	Mr Mark Winfield (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 107217	Mr Mark Winfield	Committee member present (pre-voted)
Lot 107442	Mrs Cheryl McBride	Committee member present (pre-voted)

**The following members present by Voting Paper:**

Lot 107399	Mr Tony McGinty	Paper vote
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**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 Simone Hoyle – Governance Review & App discussion (SH)

**Apologies:**

Mr Tony McGinty

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

## Motions

### 1 Body Corporate - Approval of Previous Minutes 10th April 2025 (Agenda Item 6.1)

ORDINARY  
RESOLUTION

Statutory Motion Submitted by Committee

CARRIED

**RESOLVED** that the Minutes of the PBC Executive Committee Meeting held on 10<sup>th</sup> April 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
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty			X

### 2 Approval of PBC EC VOC ARC minutes 14th April 2025 (Agenda Item 6.2)

Submitted by Committee

CARRIED

**RESOLVED** that the VOC minutes of the PBC Executive Committee Meeting held on 14<sup>th</sup> April 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
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

<b>3</b>	<b>Approval of PBC EC VOC Deed of Settlement Minutes 15th April 2025 (Agenda Item 6.3)</b>	<b>ORDINARY RESOLUTION</b>
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Submitted by Committee

**CARRIED**

**RESOLVED** that the VOC minutes of the PBC Executive Committee meeting held on 15<sup>th</sup> April 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
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

<b>4</b>	<b>Approval of execution of 12-month service agreement with Optical Solutions Australia (Agenda Item 6.4)</b>	<b>ORDINARY RESOLUTION</b>
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Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC approves the execution of the 12-month service agreement with Optical Solutions Australia for the provision of support services for the Calix Advantage Program. Funds are to be expensed from the Administration fund -Network Manager Service Fees (budgeted).

Yes	7
No	0
Abstain	0

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

**RESOLVED** that the Principal Body Corporate (PBC) Executive Committee recommends the PBC Extraordinary General Meeting approves the Governance Improvement Plan Roadmap as tabled, which has been developed in response to the findings and recommendations of the Directors Australia Governance Blueprint and the outcomes of the PBC governance review process.

Notes that the Governance Improvement Plan Roadmap:

- Aligns with a ‘best fit’ governance model, the requirements of the Sanctuary Cove Resort Act (SCRA), the PBC Constitution and By-Laws, and the key governance principles identified during the independent review;
- Sets out clear priorities, timelines, and responsibilities for strengthening governance capability, clarifying roles, and improving committee effectiveness across the PBC structure; and
- Provides a structured framework to monitor implementation and track progress.

**Acknowledges that:**

- Implementation of the Governance Roadmap will require staged resourcing, engagement, and alignment of PBC Member Nominees and Residential Body Corporate representatives, and consultation with relevant stakeholders.
- Each key deliverable arising from the roadmap will be subject to a separate PBC motion for approval prior to implementation, ensuring compliance with relevant legal, regulatory, and governance obligations.

Yes	7
No	0
Abstain	0

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

Submitted by Chairperson from the floor

CARRIED

**RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 11<sup>th</sup> April 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 11<sup>th</sup> April 2025.

Yes	6
No	0
Abstain	0

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 11<sup>th</sup> April 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Body Corporate Manager, at its meeting held 11<sup>th</sup> April 2025.

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

### **7. Correspondence for Information:**

- Noted

### **8. Correspondence for Action:**

#### **CFA 1. – Darwinia Security Camera Approval:**

- The EC granted approval.

**Action:** Jodie is to issue a letter on behalf of the PBC to ensure adherence to applicable privacy laws.

#### **CFA 2. – Overnight approvals for boat ramp with Caravans/Campervans:**

- Security personnel are authorised to grant overnight access for a single night exclusively for the purpose of packing and unpacking campervans or caravans.

**Action:** Jodie to inform Securities Manager, Mike Telea.

**Action:** Cheryl to inform residents via May newsletter.

#### **CFA 3. – Request for tree to be removed in Cassia:**

**Action:** The EC instructed the Facilities team to formally request a written assessment from a qualified arborist regarding the health and condition of the tree in question.

**CFA 4. – Meeting Minute Content:**

- The EC endorsed the adoption of an industry standard moving forward. The expected outcome will be included in CFI for the May PBC EGM.

**CFA 5. – 4636/4638 Security Camera Approvals:**

- The EC approved the installation of security cameras by both owners, contingent upon strict adherence to applicable privacy legislation.  
**Action:** Jodie will issue a formal letter to each owner confirming approval, with the following conditions:
- **Camera Positioning:** Cameras must be positioned to capture footage solely within the boundaries of the owner's property. They must not encroach upon neighbouring properties or common areas.
- **Privacy Compliance:** The installation and use of security cameras must comply with the *Invasion of Privacy Act 1971 (Qld)* and the *Criminal Code Act 1899 (Qld)*. Notably, Section 227A of the Criminal Code prohibits video recording individuals without their consent in places where they would expect privacy, such as bedrooms, bathrooms, or changerooms. Additionally, the *Information Privacy Act 2009 (Qld)* outlines principles for the collection and handling of personal information.
- **Audio Recording:** Recording audio without the consent of all parties involved is generally prohibited. Therefore, any audio recording capabilities of the security cameras should be disabled unless explicit consent is obtained.
- **Notification:** Owners should inform any individuals who may be captured by the security cameras where practicable.

**CFA 6. – 4707 requests for verge to become temporary parking space for tradespersons:**

- The EC declined the request to replace existing grass with gravel and to remove the tree to facilitate parking for tradespeople during renovations. However, the EC has approved a temporary arrangement allowing tradespeople to park partially on the verge and partially on the road, provided that the verge is restored to its original condition upon completion of the works.

**CFA 7. – 7100 Unregistered cars driving in & out the gates:**

- The EC authorised Security to deny Licence Plate Recognition (LPR) access to the specified vehicles should they remain unregistered. These vehicles were reported to the Queensland Police Service for further investigation.

**CFA 8. – 4604 approval to moor boat at pontoon during boat show:**

- The EC declined the request to moor a specific vessel at the owner's pontoon due to insufficient information provided regarding the pontoon's capacity to support the vessel's weight and whether the vessel would remain within the designated quay lines.

**9. Reports for Information:**

- Noted

## **10. General Business:**

### **10.1 Governance Review & Digital App – Mrs Simone Hoyle:**

- Simone presented an update on the Governance Review & Digital App at the start of the PBC EC meeting:
- 4 Items to update:
  - Governance Review feedback
  - Governance Liaison group members
  - Feedback around the governance motion
  - App for Sanctuary Cove and directional feedback

#### **1. Governance Review Feedback:**

- Culture and leadership - importance of transparency & inclusion
- Lead with integrity - including PBC members
- Drive change and progress
- Role clarity & accountability – adopted & respected
- Engagement & Representation – Two-way engagement & short updates
- Outcomes & deliverables
- Implementation & discipline
- Feedback around level & commitment - need to champion around change
- Respect for external expertise

#### **2. Liaison Subgroup:**

- Peter Cohen
- Hugh Martin
- Maria Forgione
- Cheryl McBride
- Cassie McAuliffe (Advisor)
- Cynthia Gillespie
- External Company – To be Advised

#### **3. Motion:**

- Motion to be approved in May PBC EGM

#### **4. Digital App:**

- **Action:** Dr Stephen Parr to meet with Jodie and Cassie to complete an assessment and provide advice.

### **10.2 Administration & Management Agreements – Mrs Cheryl McBride:**

- Cheryl confirmed that an Extraordinary General Meeting (EGM) was convened for Friday, 17 May 2025, to deliberate on a motion authorising expenditure for a legal review of the draft agreements by Chambers Russell lawyer, Jason Carlson.
- The RBC meetings scheduled for June will be postponed until August due to a more linear pathway for the presentation of budgets. As notice for conclusion of the current AMA and a submission of the separated drafts is due by 31<sup>st</sup> July, a copy of the final draft agreements will be distributed to each RBC member in May. Committees are expected to review these documents and provide guidance on how their respective Member Nominee (MN) should vote at the June PBC EGM.

### **10.3 Budgets – Mr Paul Kernaghan:**

- Paul has recommended starting the June PBC EGM at 9am to give a breakdown of the budget flow process.  
**Action:** Jodie to send notice of change to EGM starting time (bold face with a separate email to remind).

#### **10.4 Conflict of Interest Register:**

- Stuart circulated a proposed Conflict of Interest policy and register. He gave examples of challenges at the ARC meetings where 3 members declared a conflict of interest with an application, disallowing their votes. Such instances should be recorded for future reference.

#### **10.5 Stage 2 ARC approvals:**

- Stuart enquired as to whether stage 2 should be accepted for noting by the PBC EC.  
**Action:** Jodie to check with Brogan.
- Should the PBC EC be approving all ARC approvals?  
**Action:** Jodie to check with Brogan.

#### **10.6 Facilities projects & A Class Water:**

- Stuart enquired into a list of projects for the year, broken down monthly from Facilities.  
**Action:** Jodie to advise Shanyn.
- The EC asked to provide a short summary of costs and work regarding A Class Water from Facilities.  
**Action:** Jodie to advise Shanyn.

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

**MEETING CLOSED** at 11:11 AM

Chairperson:

## MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

**Body Corporate:** Sanctuary Cove Principal Body Corporate

**Committee:** Architectural Review Committee

**Location of Meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212

**Date of Meeting:** Monday, 2 June 2025

**Meeting chaired by:** Mr John Venn

**Meeting Start Time:** 9:01am **Finish Time:** 9:49am

### Attendance

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

Chairperson	Mr John Venn	
Ordinary	Mr Stuart Shakespeare (SS) – arrived at 9:16am	
Ordinary	Mr Paul Lynam (PL)	
Ordinary	Mr Peter Ginn (PG)	
Ordinary	Mr Craig Eccles (CE)	
Non - Voting	Mr Michael Jullian (MJ)	Executive Architect
Non - Voting	Mrs Caitlin Coombridge	Building Approvals Manager
Non - Voting	Miss Bianca Naicker	Compliance Officer/Building Approvals Assistant

### Apologies

**Conflict of Interest**  
No

**Meeting Recorded**  
No

## BUSINESS ARISING

### 4.2 Conflict of Interest

PL provided overview of the importance of implementing a Conflict of Interest Policy. The committee discussed what constitutes a Conflict of Interest and it was agreed that it would be assessed on a case by case basis. Proposed policy approved by JV, CE, PG & PL. Matter to be tabled at next meeting for SS to advise next steps.

### 4.3 5681 Anchorage Terrace – Minor Exterior Alterations

Committee reviewed documentation provided and it was agreed that the works are considered Minor Alterations. CC to send owner documentation requirements accordingly.

## MOTIONS

### 1 ARC Minutes of Previous Meeting

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the minutes of the Architectural Review Committee meeting held 8 May 2025, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Members Name	Yes	No	Abstain
John Venn			X
Craig Eccles			X
Peter Ginn	X		
Paul Lynam	X		

Yes	2
No	0
Abstain	2

*Note - Stuart Shakespeare arrived at 9:16am.*

### 2 5903 Muirfield Place, Lot 111 Cassia

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Patio application at 5903 Muirfield Place be approved by the Principal Body Corporate (PBC).

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

Yes	5
No	0
Abstain	0

**3 4700 The Parkway, Lot 129 Washingtonia**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Swimming Pool application at 4700 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fences** – must be in accordance with requirements of local authority;
2. **Landscape Open Space** – 30% of residual area is maintained as softscape;
3. **Pool Height** – above ground portion to be fully rendered and all plumbing concealed;
4. **Swimming Pool Filter Pump** – must be enclosed in an Acoustic Enclosure and 2m from boundary;
5. **Stormwater Connection** – pool discharge to be connected to legal point of discharge.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**4 8069 Riverside Drive, Lot 48 Harpullia**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee does not recommend the Patio application at 8069 Riverside Drive be approved by the Principal Body Corporate (PBC) due to:

1. **Proposed Stratco Structure** - to be upgraded to premium range;
2. **Elevations** – plans/information required in resubmission;
3. **Columns** – applicant to ensure columns are rendered/painted to match property in resubmission;
4. **Colours** – applicant to provide proposed colours in resubmission;
5. **Purpose of Structure** – applicant to confirm purpose of structure. If structure is being installed to house a buggy, additional screening required;
6. **Stormwater** – must connect to a legal point of discharge

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**5 4615 The Parkway, Lot 6 Cassia**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee does not recommend the Preliminary Review Major Alterations application at 4615 The Parkway be approved by the Principal Body Corporate (PBC) due to:

Yes	5
No	0
Abstain	0

1. **Principal Structure Height** – no information provided, to be included in revised plans;
2. **Lot Coverage** – no information provided, to be included in revised plans;
3. **Floor Space Ratio** – no information provided, to be included in revised plans;
4. **Thoroughfare Building Line Secondary Structures** – new rear BBQ pavilion rear setback to be provided;
5. **Front Façade Articulation** – elevations of existing and proposed to be provided;
6. **Rear Building Line** – house and BBQ rear setback to be provided;
7. **Exterior Paint/Materials** – no information provided, to be included in revised plans;

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**6 5328 Marine Drive North, Lot 94 Roystonia**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Exterior Paint/Retiling application at 5328 Marine Drive North be approved by the Principal Body Corporate (PBC) subject to:

Yes	5
No	0
Abstain	0

1. **Approved Colour:** Primary Exterior Colour – Taubmans Beige Ash
2. **Approved tile (around pool area only)** – Ash Marblano Grippa

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**7 ARC Chairperson / Building Approvals Officer  
recommendations – ending 26 May 2025**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee notes and accepts the following applications recommended for approval by the Principal Body Corporate as submitted by the ARC Chairperson and Building Approvals Officer for the period ending 26 May 2025.

Yes	5
No	0
Abstain	0

- 1. 8044 The Parkway, Lot 65 Harpullia**  
Release of Compliance Agreement Fee – Exterior Roof Paint
- 2. 8001 The Parkway, Lot 81 Harpullia**  
Release of Compliance Agreement Fee – Bin Enclosure
- 3. 7069 Riverview Crescent, Lot 20 Plumeria**  
Release of Compliance Agreement Fee – Major Alterations
- 4. 5830 Bayview Walk, Lot 33 Washingtonia**  
Release of Compliance Agreement Fee – New Dwelling
- 5. 8816 The Point Circuit, Lot 16 Ardisia**  
Application for Pontoon
- 6. 7013 Riverview Crescent, Lot 1 Plumeria**  
Release of Compliance Agreement Fee – Major Alterations
- 7. 2074 The Circle, Lot 31 Schotia Island**  
Release of Compliance Agreement Fee – Minor Alterations

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**8 ARC Recommendation to the PBC – 2 June 2025**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 8 May 2025.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

## OTHER MATTERS/GENERAL BUSINESS

### 6.1 5697 Anchorage Terrace – Revised Landscape Open Space Plan/Calculation

The amended landscaping plans were reviewed by the committee. Whilst the landscape open space (LOS) calculation is within requested minor relaxation parameters, it was agreed that the additional requirements (including but not limited to A/C Units, clothes lines, potential stepping stones on turfed areas etc.) are to be included for consideration to ensure the LOS is not affected.

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

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

DRAFT



### **Alarm Compliance – DCBLs 2.17 & 2.19 Detection and Communication Systems**

Body Corporate has been working with Security to issue over 70 final compliance notices for Alarm System Defects within the resort.

From the period of October 2024 to April 2025, we have had a total of 32 of the 70 defects resolved. We currently have 36 open matters, some of which are on hold/changing ownership/or in the process of rectification. 14 of these matters were given top priority due to the nature of the defect.

Please refer to the following excerpt from the DCBLs:

#### **2.17 DETECTION AND COMMUNICATION SYSTEMS**

2.17.1 All detection and communication systems related to Development Work:

- (a) must be compatible with and connected to the Sanctuary Cove fibre-to-the-home system; and
- (b) in accordance with By-Law 2.22, must comply with the Sanctuary Cove Home Cabling Requirements.

2.17.2 The detection and communications systems that must connect to the Sanctuary Cove fibre-to-the-home system include:

- (a) security monitoring via movement detectors back to the Sanctuary Cove security monitoring system;
- (b) fire detection via smoke and heat detectors back to the Sanctuary Cove security monitoring system; and
- (c) panic button alert back to the Sanctuary Cove security monitoring system.

2.17.3 All detection and communications systems must be maintained, updated, or replaced as necessary to be compatible with the current Sanctuary Cove fibre-to-the-home system.

#### **2.19 DETECTION AND COMMUNICATION SYSTEMS**

2.19.1 Each Principal Structure must have a fire and security system connected and compatible to the integrated on-site monitoring system. The Principal Structure's system must include:

- (a) connection to an active telephone line at all times; and
- (b) motion detectors; and
- (c) duress facility; and
- (d) smoke and heat detectors.



2.19.2 The Principal Structure's system referred to in By-Law 2.19.1 must be maintained, updated and replaced as necessary to comply with and be compatible to the integrated on-site monitoring system.

2.19.3 Cards, transmitters and similar devices for residential gate access must be compatible with the Site's present electronic access facility.

2.19.4 Electronic opening devices fitted to Lots and all openers, transmitters and like devices must be passed (on the transfer of the Lot) from one owner to another.

**1. Motion to file to QCAT**

Sanctuary Cove Body Corporate Services seek instructions on how to proceed with the below ongoing DCBL noncompliance matters.

**\*NOTE – The current cost to file an application with the Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST. The cost to submit fourteen applications is \$5,138 inc GST.**

To ensure compliance with the DCBLs, each property was issued three written notices, supported by follow-up phone calls and general correspondence. We also provided a list of recommended technicians to assist in addressing the required works.

The matters outlined in the table below have been referred to the PBC, as they represent instances where no response has been received and no corrective action has been taken, despite multiple notices of non-compliance being issued to the respective lot owners.

<b>Distribution:</b> PBC
<b>MOTION</b> That the PBC EC instructs the Body Corporate Manager to lodge fourteen applications with the Queensland Civil and Administrative Tribunal seeking Orders that the Proprietors within the Resort comply with Developmental Control By Laws 2.16 and 2.18 Detection and Communication Systems.  <b>RESOLVED</b>



## PBC – COMPLIANCE REPORT MAY 2025

DCBLS Communication & Detection Systems							
BC	Lot	No.	DCBL	Defect	Status	Final	IMPORTANT NOTES / Security notes
Acacia	4	8080 Riverside Drive	2.17	Alarm System Panel is faulty and will not dial out	Offline	16.01.2025	02.12.2024 - All Coast attended and reported NBN Pulled the cords out. No further updates.
Harpullia	52	8073 Riverside Drive	2.17	Alarm is activating without cause	Offline	30.10.2024	21.05.25 - offline due to a faulty heat sensor in the kitchen. Nil action taken by res
Alpinia	42	3042 Forest Hills Drive	2.19	Panic Ensuite is faulty and not reporting back to security	Offline	30.10.2024	21.05.25 - offline due to a faulty panic button. Nil action taken by res
Araucaria	54	4721 The Parkway	2.17	Alarm System is faulty, unable to arm properly	Offline	31.10.2024	21.05.25 - offline due to faulty heat kitchen and panic ensuite. Nil action taken by res. First issued in September 2017
Schotia	78	2141 Riverside Drive	2.19	Alarm System has not been commissioned with security	Offline	04.11.2024	21.05.25 - not commissioned and no FTTH installed. Nil action taken by res. First issued in March 2018
Banksia	23	2273 Banksia Lakes	2.19	Alarm System has been offline since March 2017	Offline	07.11.2024	21.05.25 - offline due to multiple faults / faulty system. Nil action taken by res
Plumeria	36	7397 Marine Drive East	2.19	Alarm System has been offline since March 2017	Offline	08.11.2024	21.05.25 - offline due to faulty heat detector. Nil action taken by res. Now both deceased and son has control over property
Plumeria	19	7071 Riverview Crescent	2.19	Alarm System not reporting back to security	Offline	14.11.2024	21.05.25 - offline due to faulty Tamper switch. Nil action taken by res. First issued in August 2017



## PBC – COMPLIANCE REPORT

### MAY 2025

Banksia	36	2286 Banksia Lakes	2.17	Alarm is activating without cause	Online	08.11.2024	21.05.25 - PIR Dining room is faulty. System is unable to be armed. Nil action taken by res.
Plumeria	50	7386 Marine Drive East	2.19	Alarm System has been offline since December 2021	Offline	12.12.2024	21.05.25 - offline due to electrical fault that stopped ONU from working. Issues date back to March 2014. NIL action taken by res.
Tristania	86	1069 Edgecliff Drive	2.18	Alarm System not reporting back to security	Offline	17.03.2025	21.05.25 - system still showing as offline and outstanding faults. Nil further updates received from agent 15.04.2025 - Instant Security have powered the system back down - currently quoting to replace the keypads.
Cassia	175	4842 The Parkway	2.19	Alarm System Panel is faulty and will not dial out	Offline	21.03.2025	21.05.25 - offline due to no dial tone from panel. Nil action taken by res.
Harpullia	19	8027 Key Waters	2.19	Alarm System Panel is faulty and will not dial out	Offline	07.04.2025	21.05.25 - offline due to no dial tone from panel. Nil action taken by res.
Cassia	88	4649 The Parkway	2.19	Alarm is activating without cause	Online	11.04.2025	21.05.25 - faulty panic master bedroom. Nil action taken from res

**CORRESPONDENCE  
FOR INFORMATION**

**From:** [Jason Carlson](#)  
**To:** [Jodie Syrett](#); [Derek Glinka](#); [Stuart Shakespeare](#)  
**Cc:** [Cassie McAuliffe](#)  
**Subject:** Sanctuary Cove Principal Body Corporate | Review of proposed administration and facilities management agreements | (CR BNE250154)  
**Date:** Tuesday, 27 May 2025 5:35:30 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[Administration Agreement - PBC \(V4 per CRL\).docx](#)  
[Facilities Management Agreement - PBC \(V4 per CRL\).docx](#)

---

Dear Jodie, Cheryl and Stuart

Please find **attached** the agreements with my marked-up amendments.

#### General observations

Both agreements follow the style and form of the SCA (Qld) template administration agreement, which provides a good base to work from.

I haven't focused on the duties under either agreement as I presume you have all carefully checked those and are happy with them. Instead, I have focused on the material terms of each engagement.

The risk profile of these agreements is relatively low, in the sense that they are both limited to a term of one year. That short term will give the PBC the ability to monitor how the agreement is working for it over the year, and make adjustments before any new engagement is entered into.

#### The amendments

1. I have inserted into both agreements an obligation on the Manager to not unfairly influence, or attempt to unfairly influence, the outcome of a motion to be decided by the PBC. Both agreements incorporate the Code of Conduct found in schedule 5 of the SCRA, which is modelled off the Code of Conduct in [schedule 2](#) of the BCCM Act. The Code in the BCCM Act was updated to insert this additional protection against unfair influence over a motion (not just an election), but that update hasn't made its way into the Code at schedule 5 of the SCRA. I think it is an important protection, so have added it to both agreements.
2. I improved the wording in relation to commissions to prohibit the Manager receiving them, rather than providing that the Manager is not entitled to them.
3. I recommend clause 11 of the administration agreement be deleted. I cannot envisage why the PBC might wish to transfer the agreement to someone else (i.e. another body corporate). Agreements of these kinds under the BCCM Act are transferrable by a manager who wishes to restructure their affairs or sell their business. However, the BCCM legislation contains specific provisions allowing for transfers and permitting a committee to consent to them. The SCRA does not. [Section 47AB](#) of the SCRA only permits the appointment of a body corporate manager, the delegation of authorised powers, and the revocation of the delegation by decision made in general meeting. Moreover, it seems very unlikely to me that the Manager would ever look to transfer its engagement. Even if it wished to, the PBC would need to authorise the new delegation in general meeting. I think the simplest approach is to remove the transfer clause altogether because it serves no purpose.
4. The appointment of a facilities manager is different because it is not specifically provided for in the SCRA like the appointment of a body corporate manager is. Accordingly, I have improved the clause to allow a transfer to occur but only if the PBC gives prior consent. But for consistency, the clause could be deleted altogether. Please let me know if the PBC would prefer it to be deleted.
5. I have changed the termination clauses in both agreements.
  - a. I think the rights to terminate for both parties should be different. So I have made clause 12.1 in the administration agreement specific to the PBC's termination rights, and inserted a new clause to entitle the Manager to terminate if the PBC does not remedy its breach of the Agreement.
  - b. One right to terminate is on account of an unremedied breach. Presently, the agreements require 28 days notice to remedy a breach. I think that is too long having regard to the simple and administrative nature of likely breaches (i.e. a failure to distribute a general meeting notice). Accordingly, I recommend reducing it to a reasonable period not less than 14 days.
  - c. If a right to terminate arises, then it should be exercisable on 7 days' notice. Presently the clause does not specify a notice period. I think it should. This doesn't mean the agreement can be terminated on 7 days notice because of a breach. Rather, the breach notice would have to be issued first giving at least 14 days to remedy. The right to terminate only arises if the breach hasn't been remedied after that period. If the PBC is entitled to terminate, then it must give a further 7 days notice of the exercise of that right.
  - d. I don't see the point in the clause entitling termination if the Manager is convicted of an indictable offence involving fraud, dishonesty or assault. Complaints of that kind are usually made against natural persons. So, clauses of this kind usually provide that the right to terminate arises if a director of the management company is so convicted. But given the unique structure of the management company in this case, I don't think that would work.

6. There seems to be no utility to the dispute resolution clause as it is presently drafted. Presently, it envisages a period of one month for 'direct negotiation' for the parties to 'try' to resolve a dispute. That won't prevent the parties from pursuing a remedy in a court of competent jurisdiction, or through QCAT's enabled jurisdiction in the case of the administration agreement (per [section 94U](#) of the SCRA). Accordingly, I recommend changes that will allow a party to issue a dispute notice if they want to mediate a dispute. The party that issues the dispute notice is responsible for the mediator's costs. I think that would be a more useful exercise than simply allowing one month to try to resolve a dispute by negotiation.

#### Notice to end the current agreement

I have also been asked whether the PBC is required to provide three months' notice prior to the current agreement's expiry date of 31 October 2025.

The PBC is only required to give three months' notice prior to the expiration of the term of the current agreement if it wishes to extend the current agreement for the second further term of three years. It is apparent that the PBC does not want to extend the current agreement for another three years, so it shouldn't give that notice.

Accordingly, what should occur now is governed by clause 9.3:

### 9.3 Expiration of Term

At the expiration of the Term, and any exercises of the First Further Term or the Second Further Term, and in the absence of termination by either party or any further instrument of appointment, the Manager will remain as Manager on a monthly basis on the same terms of this Agreement until it is determined by either party by giving one (1) months' notice in writing to the other.

### 9.4 Clauses 9.1 and 9.2 do not prevent the termination of this Agreement at any time by agreement between the parties.

Only one months' notice would need to be given by the PBC that it wishes the current agreement to expire and not be held over beyond 31 October 2025. That notice would not be required if new agreements are entered into, as that would constitute a "further instrument of appointment" to replace the current agreement.

#### Wording for motion

I suggest this wording:

Resolved that the PBC enter an administration agreement and a facilities management agreement with Sanctuary Cove Community Services Limited ACN 119 669 322 generally in accordance with the proposed agreements circulated with the notice of this generally meeting, to commence on [insert date](#) for a term of one year.

I could draft more words for a motion of this kind, but I think it best to leave it simple and concise, and let the proposed agreements speak for themselves. I suspect the PBC will have a rather engaged and informed membership on this issue.

Please let me know if you have any queries or concerns with any of this.

Jason Carlson | Partner  
**Chambers Russell Lawyers**

Level 27, 32 Turbot Street | Brisbane Qld 4000

P +61 7 5600 1600 | F +61 7 5600 1699 | M +61 4222 96629

[www.chambersrussell.com.au](http://www.chambersrussell.com.au)

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#### Our Gold Coast office is moving

Please note that our Gold Coast office has moved. Our new address is  
**Level 3, Suite 303, 232 Robina Town Centre Drive in Robina**  
(Eastside Building, entrance via Waterfront Place)

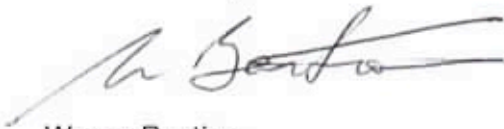
If you need further information on this please contact [info@chambersrussell.com.au](mailto:info@chambersrussell.com.au)



The Secretary  
Sanctuary Cove Principal Body Corporate

I hereby resign as Members Nominee for Schotia Island RBC to the SCPBC effective 31 May 2025.

Yours Faithfully

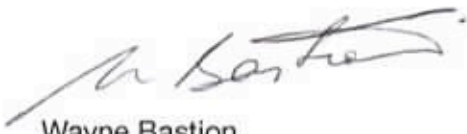
A handwritten signature in black ink, appearing to read 'Wayne Bastion', written over a light blue horizontal line.

Wayne Bastion

The Secretary  
Schotia Island RBC

I hereby resign as Treasurer for Schotia Island RBC and Members Nominee for Schotia Island RBC to the SCPBC effective 31 May 2025

Yours Faithfully

A handwritten signature in black ink, appearing to read "Wayne Bastion", written in a cursive style.

Wayne Bastion



29 May 2025

Mr Anthony & Mrs Michelle Curtis  
[REDACTED]  
SANCTUARY COVE QLD 4212

Dear Anthony & Michelle,

**PBC APPROVAL OF SECURITY CAMERAS - RZABL 4.10 Security Systems**  
**PROPERTY: [REDACTED], LOT 20 DARWINIA**

We are writing to inform you of the outcome regarding your request for the approval of security cameras installed within your lot.

Although the minutes from the PBC EC meeting held on 15th May 2025 at 9:00 AM are still pending final drafting and approval, we can confirm that the committee has decided to approve your request for the installation of security cameras, contingent upon compliance with the following conditions:

**Camera Positioning:**

Cameras must be positioned to capture footage solely within the boundaries of the owner's property. The camera must not be directed along the boundaries such that it captures footage of neighbouring properties.

**Privacy Compliance:**

The installation and use of security cameras must comply with the *Invasion of Privacy Act 1971 (Qld)* and the *Criminal Code Act 1899 (Qld)*. Notably, Section 227A of the Criminal Code prohibits video recording individuals without their consent in places where they would expect privacy, such as bedrooms, bathrooms, or changerooms.

**Audio Recording:** Recording audio without the consent of all parties involved is generally prohibited. Therefore, any audio recording capabilities of the security cameras should be disabled unless explicit consent is obtained.

**Notification:** Owners should inform any individuals who may be captured by the security cameras where practicable.



Should you have any queries in relation to the contents of this letter, please do not hesitate to contact Sanctuary Cove Body Corporate Services on 07 5500 3333 or email [bbc@scove.com.au](mailto:bbc@scove.com.au).

We thank you in advance for your co-operation with this matter.

Regards

For and on behalf of

**Sanctuary Cove Principal Body Corporate GTP 202**

**Jodie Syrett**

Manager of Body Corporate

Sanctuary Cove Community Services Limited



29 May 2025

Mr Maxwell Leslie

[REDACTED]

SANCTUARY COVE QLD 4212

Dear Maxwell,

**PBC APPROVAL OF SECURITY CAMERAS - RZABL 4.10 Security Systems**

**PROPERTY: [REDACTED] PARKWAY, LOT 18 BAUHINIA**

We are writing to inform you of the outcome regarding your request for the approval of security cameras installed within your lot.

Although the minutes from the PBC EC meeting held on 15th May 2025 at 9:00 AM are still pending final drafting and approval, we can confirm that the committee has decided to approve your request for the installation of security cameras, contingent upon compliance with the following conditions:

**Camera Positioning:**

Cameras must be positioned to capture footage solely within the boundaries of the owner's property. The camera must not be directed along the boundaries such that it captures footage of neighbouring properties (as the screen shots provided have shown).

**Privacy Compliance:**

The installation and use of security cameras must comply with the *Invasion of Privacy Act 1971 (Qld)* and the *Criminal Code Act 1899 (Qld)*. Notably, Section 227A of the Criminal Code prohibits video recording individuals without their consent in places where they would expect privacy, such as bedrooms, bathrooms, or changerooms.

**Audio Recording:** Recording audio without the consent of all parties involved is generally prohibited. Therefore, any audio recording capabilities of the security cameras should be disabled unless explicit consent is obtained.

**Notification:** Owners should inform any individuals who may be captured by the security cameras where practicable.



Should you have any queries in relation to the contents of this letter, please do not hesitate to contact Sanctuary Cove Body Corporate Services on 07 5500 3333 or email [bbc@scove.com.au](mailto:bbc@scove.com.au).

We thank you in advance for your co-operation with this matter.

Regards

For and on behalf of

**Sanctuary Cove Principal Body Corporate GTP 202**

**Jodie Syrett**

Manager of Body Corporate

Sanctuary Cove Community Services Limited



29 May 2025

Mr Robert & Mrs Janice Buttner  
[REDACTED]  
SANCTUARY COVE QLD 4212

Dear Robert & Janice,

**PBC APPROVAL OF SECURITY CAMERAS - RZABL 4.10 Security Systems**  
**PROPERTY: [REDACTED], LOT 98 BAUHINIA**

We are writing to inform you of the outcome regarding your request for the approval of security cameras installed within your lot.

Although the minutes from the PBC EC meeting held on 15th May 2025 at 9:00 AM are still pending final drafting and approval, we can confirm that the committee has decided to approve your request for the installation of security cameras, contingent upon compliance with the following conditions:

**Camera Positioning:**

Cameras must be positioned to capture footage solely within the boundaries of the owner's property. The camera must not be directed along the boundaries such that it captures footage of neighbouring properties.

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**Notification:** Owners should inform any individuals who may be captured by the security cameras where practicable.



Should you have any queries in relation to the contents of this letter, please do not hesitate to contact Sanctuary Cove Body Corporate Services on 07 5500 3333 or email [bbc@scove.com.au](mailto:bbc@scove.com.au).

We thank you in advance for your co-operation with this matter.

Regards

For and on behalf of

**Sanctuary Cove Principal Body Corporate GTP 202**

**Jodie Syrett**

Manager of Body Corporate

Sanctuary Cove Community Services Limited

**SCHOTIA ISLAND BODY CORPORATE**  
**GTP 107106**

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

FROM: Schotia Island GTP 107106

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Schotia Island GTP 107106 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR STUART LEE UEBERGANG

**From:** [G and J Burke](#)  
**To:** [Nicole Joynson](#); [Jodie Syrett](#); [Cassie McAuliffe](#); [Stuart Shakespeare](#); [Derek Glinka](#)  
**Subject:** Resignation Darwinia Body Corporate  
**Date:** Sunday, 1 June 2025 11:34:30 AM

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Good morning all

Following our move out of Sanctuary Cove, I wish to submit my resignation from all Body Corporate activities.

Kind regards

Jane Burke

Sent from my Galaxy

# Sanctuary Cove PBC Newsletter June 25

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Welcome to the latest PBC update for Sanctuary Cove homeowners. The Principal Body Corporate (PBC) have progressed several key projects in recent months. This newsletter outlines developments in four major areas: governance, management, connectivity, and development controls.

## **1. Governance Review: Building a Modern Framework**

A comprehensive Governance Review of the PBC is underway to refresh our terms of reference, clarify roles, update policies and improve communication tools. Members' Nominees and RBC committees are contributing to the process. The Governance Improvement Plan Roadmap was passed for implementation by the PBC at the May EGM. Recommendations will be presented for PBC approval at forthcoming general meetings. The best practice and best fit governance framework is the goal.

## **2. New Administration & Facilities Management Agreements**

The current Administration & Management Agreement with Sanctuary Cove Community Services Limited (SCCSL) expires on 31 October 2025. The PBC's intention is to replace this agreement with an Administration Agreement that encompasses body corporate services and a Facilities Management Agreement that encompasses the management of the PBC's assets and community services. Together with the current Security Services Agreement, this change clearly defines the three distinct services provided to the PBC by SCCSL. Detailed feedback has been received from the PBC members via their RBC committees. The draft agreements are currently undergoing legal review and are due for finalisation by 31 July 2025. The new agreements will commence from 1 November 2025, ensuring a smooth transition.

## **3. Fibre to the Home (FTTH) Upgrade**

The PBC's fibre optic cable infrastructure is being assessed because the interfacing equipment is outdated and approaching its end-of-life. A team comprising of resident volunteers with relevant expertise are working with the Facilities and Security Managers on this project. They will soon be joined by a PBC appointed independent consultant to assess the current system, establish a project scope and delivery plan. Completion is expected by 31 October 2026. This assessment will provide plans for future-proofing our IT communications capability.

#### **4. Stage 2 Development Control By-Laws (DCBLs)**

The Stage 1 DCBLs were successfully re-drafted by the PBC and formally adopted by the state government gazettal in late 2023, in accordance with the Sanctuary Cove Resort Act (SCRA). The re-drafting of the Stage 2 development controls has commenced with the first draft expected for review and comment by PBC lawyers, the Architectural Review Committee (ARC), Mulpha and Residential Body Corporates early next year. As a general guide, Stage 2 comprises of the residential areas to the south and east of The Parkway. As with the re-draft of the Stage 1 DCBLs, the intention is to add clarity to the existing controls and to have them formally adopted as by-laws by state government gazettal during 2026.

#### **5. Short-Term Caravan & RV Parking**

Residents may park caravans or RVs at the boat ramp parking facility overnight for one night only, for packing or unpacking purposes. Please notify the Compliance Officer at Sanctuary Cove Body Corporate Services a few days in advance to coordinate access and notify Security. Your cooperation supports respectful and safe use of shared amenities.

#### **6. Community Appreciation & Collaboration**

The success of these initiatives is a testament to the commitment and collaboration of the PBC members and their Members Nominee, RBC committees and resident volunteers. We extend our sincere gratitude to all individuals who have contributed their time and expertise. These collective endeavours have not only resulted in cost efficiencies and enhanced quality but have also reinforced Sanctuary Cove's standing as a premier residential community.

Looking ahead, we will move from planning to implementation across these projects. Homeowners are encouraged to remain involved by reaching out to their RBC committees, attending meetings, reviewing circulated documents and continuing to share feedback. Thank you for your patience, engagement, and community spirit. Together, we will continue to make improvements for our residential neighbourhood and Sanctuary Cove as a whole

Kind Regards,

Stuart Shakespeare (Chairperson)

Cheryl McBride OAM (Secretary)

# **CORRESPONDENCE FOR ACTION**

**From:** [rwells](#)  
**To:** [PBC](#)  
**Subject:** FW: Street Tree - Schotia Island (2113 The Circle)  
**Date:** Tuesday, 3 June 2025 7:08:20 PM  
**Attachments:** [image001.png](#)  
[Harpullia pendula Plantmark.pdf](#)

---

Hi

Roy Wells here from 2113 The Circle. I have supplied photos of the existing tree and roots showing evasive root damage to surround paving and lawn. The roots are so bad from our existing verge tree that it has destroyed the lawn all over basically unable to mow the lawn due to the roots. The roots now have reached 4 meters away from the tree and cracking our main garden pavers.

I would like to put in an application to have the verge tree removed and replaced with our selected tree being Harpullia pendular.

Once tree is removed and new tree installed, I will replace the whole front lawn.

I am a mad gardener, and I work hard to keep the property looking good which is impossible with the front tree being so evasive.

Look forward to a successful outcome.

Regards  
Roy Wells

---

**From:** Shanyn Fox <[Shanyn.Fox@scove.com.au](mailto:Shanyn.Fox@scove.com.au)>  
**Sent:** Tuesday, 3 June 2025 2:21 PM  
**To:** [rwells](#)  
**Cc:** PBC <[pbc@scove.com.au](mailto:pbc@scove.com.au)>  
**Subject:** Street Tree - Schotia Island (2113 The Circle)

Hi Roy,

As discussed, please find attached the list of approved street tree species for The Circle.

To request approval for the removal and replacement of the existing street tree, please submit your request to [PBC@scove.com.au](mailto:PBC@scove.com.au). Be sure to include as much supporting information as possible, including the proposed replacement species. Your request will be tabled for discussion at the next available PBC meeting.

Kind Regards,

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(<https://www.plantmark.com.au/register?returnUrl=%2F>)



PLANT FINDER

[◀ BACK TO RESULTS](#)

Harpullia pendula



<b>BOTANICAL NAME:</b>	<b>COMMON NAMES:</b>
Harpullia pendula	Tulipwood, Tulip Lancewood,
<b>NATIVE:</b>	<b>FOLIAGE TYPE:</b>
Yes	Evergreen
<b>PLANT TYPE:</b>	<b>PLANT HABIT:</b>
Trees	Broad Domed, Rounded
<b>DESCRIPTION:</b> Small native rainforest tree with light green foliage and pendulous greenish-yellow fragrant flowers in Summer, followed by attractive orange ornamental seed cases that open to reveal glossy black seeds in Winter. Makes a great shade tree in parks or in large properties. In the garden this tree grows 7m-10m tall x 2m-3m wide.	
<b>MATURE HEIGHT:</b>	<b>MATURE WIDTH:</b>
4-10m	2-4m

POSITION:	SOIL TYPE:
Full Sun, Semi Shade	Loam, Sandy, Well Drained

- ⌵

PLANTMARK

⌵
- ⌵

WHAT WE DO

⌵
- ⌵

CONTACT US

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POLICIES

⌵
- ⌵

SUPPLIERS

⌵

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# Project Considerations for Sanctuary Greens Irrigation installation

## EXECUTIVE SUMMARY

To assist in project planning and cost management, the SCCSL project manager seeks Committee direction regarding the management of unknown lot owner irrigation systems and conduit infrastructure. A detailed audit is recommended to minimise project risks, with key decisions required on responsibility for system removal, repair of any damage, and handling of potable water loss claims

## BACKGROUND - LOT OWNER IRRIGATION SYSTEMS

Under the Stage 2 building requirements, lot owners were previously instructed to install irrigation systems extending to the kerb of the secondary thoroughfare. These systems, connected to potable water, were independently installed and are not supported by comprehensive As-Constructed drawings or records. As a result, the exact locations and extent of the existing irrigation infrastructure remain unknown.

The planned installation of the Principal Body Corporate (PBC) system will require trenching and other infrastructure works within the same secondary thoroughfare area. This presents a significant risk of unintentionally damaging lot owners' irrigation systems during construction, potentially causing water leaks and resulting in increased water bills.

Given these risks, the consultant has recommended that the Committee provide direction on their preferred course of action. This guidance is necessary to ensure the project scope and tender documentation are appropriately developed to mitigate the risk of damage to private irrigation systems and to manage potential cost uncertainties.

## RECOMMENDATION

It is recommended that a detailed pre-construction audit be undertaken to:

- Identify and map all existing lot owner irrigation systems within the proposed works zone.
- Assess and evaluate the condition of any existing conduit infrastructure.
- Identify lots with and without existing conduit connections.

**Note:** During this audit, above-ground elements (e.g. sprinklers, valves, and control boxes) may be identified, but below-ground pipework is unlikely to be located unless owners have specific knowledge or as-constructed plans. Therefore, it is likely that most properties with irrigation to the kerb will experience some level of pipework damage during installation.

To mitigate water loss, it is recommended that existing irrigation systems be isolated at their source before works commence—either by the lot owner or an irrigation contractor. This would help limit potable water loss in the event of pipe damage and allow for repairs to be completed progressively. Due to the lack of formal records, direct consultation with affected owners will also be necessary. This may involve:

- Requesting lot owners to mark the alignment of their irrigation systems;
- Providing any available layout plans or records; and
- Granting limited access for inspection and verification.

Failing to complete this audit may result in a poorly defined scope, contractor variations, inflated tender costs, delays, and increased administrative burden. The audit will provide the essential data

# Project Considerations for Sanctuary Greens Irrigation installation

required to support informed decisions and ensure project scope and budgets account for necessary adjustments.

## KEY CONSIDERATIONS FOR COMMITTEE DIRECTION

### 1. Damage During Installation

- (A) Should the contractor be responsible for repairing and covering the cost of any damage to lot owner irrigation systems?

If so, should this be managed:

- On a case-by-case basis (individual variations)?
- Through a pre-approved schedule of rates?
- Using another agreed method?

- (B) Should turf and garden reinstatement be undertaken on a like-for-like basis, or only using pre-approved species?

### 2. Removal of Lot owner Irrigation Systems

- (A) Should the PBC request that lot owners isolate or remove their irrigation systems prior to commencement of works?
- (B) Consider whether the PBC has the legal authority to request or remove private irrigation infrastructure from the secondary thoroughfare.

### 3. Loss of Potable Water (Relief Policy)

Given the potential for water relief applications to be submitted on the basis that a leak "could" occur during the PBC infrastructure works.

**Note:** Under the current water and wastewater relief policy, leaks from irrigation systems, pools, spas, and water features are **not covered**.

Options for Committee direction:

- (A) Introduce a Temporary Water Relief Policy
- Allow claims where water loss is demonstrably linked to project-related damage.
  - Set a maximum claim value (e.g. usage above historical average).
  - Require supporting documentation (e.g. plumbing reports, project incident logs).
  - Limit relief to directly impacted lots within the defined works corridor.
- (B) Maintain the Current Policy
- Advise that water loss from private irrigation systems is not eligible for relief, regardless of cause.
  - Reinforce that extensions into common property are at the owner's risk.
  - Ensure clear pre-construction communication is provided to all lot owners.
- (C) Refer All Claims to the Committee for Case-by-Case Review
- Allows discretion but may result in inconsistency and administrative burden.

## Project Considerations for Sanctuary Greens Irrigation installation

- Criteria for assessing "reasonably linked" loss will need to be established.

### 4. Conduit Infrastructure

Similarly to the irrigation systems, the PBC does not currently hold all information pertaining to the location of the conduit underneath the driveways of individual properties.

While some information is on file for some lots, there are gaps, particularly concerning Mulpha-built lots. Unknowns include conduit sizes, locations, and conditions.

Consideration Required:

- (A) If existing conduits cannot be located or are deemed inadequate:
  - Who should bear responsibility for upgrading or under-boring— the PBC or the individual lot owner

**From:** [stuart](#)  
**To:** [Jodie Syrett](#)  
**Cc:** [Cassie McAuliffe](#); [clarke\\_s](#)  
**Subject:** Fibre to the Home and NBN Systems  
**Date:** Thursday, 5 June 2025 1:48:54 PM

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Also add this email in CFA.

Page 24 of the EC meeting book refers to 8080 Riverside Drive where a subcontractor alleges NBN pulled out the PBC FTTH security cords resulting in this property having no FTTH connection for alarms back to security, TV or telephone.

My understanding is that where a conduit and pit system is not owned by NBN or Telstra, these bodies are required to create an agreement to run their cables through the owners system for an ongoing service fee.

In the older residential areas, it would appear that the original conduits and pits that contained the now obsolete Telstra copper cables have been used to pull through the PBC's FTTH cables. It also appears that NBN have used these conduits and pits to feed through their fibre cables to nodes contained in the pits. NBN then connects these nodes to houses via the original Telstra copper cables. In these cases each home has an active copper cable connection for the NBN plus the FTTH to cable to carry emergency call back to Security plus telephone and FTA TV. The main system of conduits and pits within the Secondary Thoroughfare are owned by the PBC.

At a number of houses where NBN have connected via copper to a node, they have disconnected the PBC fibre at the house. In most cases the owner calls NBN back to reconnect the PBC fibre, because the two systems can and are required to run in parallel. In the case of 8080 Drive, it would appear that the owner is refusing to contact NBN to reconnect the PBC's FTTH cable. Rather than take this owner to QCAT, it may be more prudent for BC/PBC to write to NBN requesting they reinstate the connection to the PBC FTTH system at this address.

In the newer residential areas there appears to be a system of conduits and pits with lids marked NBN. This system only appears to contain the PBC's FTTH system. This needs to be verified. Like in the older residential areas, the system of conduits and pits are owned by the PBC

Normally in the this situation there would be agreements in place between the PBC and Telstra/ NBN for the use of the conduit infrastructure to run their cables. A check should be done to see if these agreements exist. If not, the PBC should consider if agreements be put in place?

Regards  
Stuart

# **REPORTS FOR INFORMATION**



## OPERATIONS REPORT – MAY 2025

### SECURITY SERVICES

Security Statistics (from the 1<sup>st</sup> Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2025	488	1197	344	1969	85	173	700	1316	126
YTD 2024	424	1229	355	2008	99	157	718	1315	194

Valet Services (May1 2025 – YTD 2025)

	May 2025		May 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	25	\$200.00	20	\$160.00	97	\$776.00
Long Term Rental	8	\$1,000.00	6	\$1,000.00	46	\$5,300.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	5	\$190.00	7	\$308.00	45	\$1,731.00
Other	4	\$152.00	2	\$76.00	22	\$857.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	5	\$1,375.00	7	\$1,925.00	36	\$10,329.00
<b>Total</b>	<b>47</b>	<b>\$2,917.00</b>	<b>42</b>	<b>\$3,469.00</b>	<b>247</b>	<b>\$19,243.00</b>

#### Specific Monthly KPO's:

- Review CCTV cameras approved for Stage 2 Security Technology.
- Prepare proposal to upgrade Boat Motors, Motor Trim and Swivel Crane
- Prepare proposal to upgrade Gate Intercoms

#### 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.

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

Completed

Awaiting on quote from SAS

Items Actioned – refer to statistics.



- 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 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 May there were 161 Parking Infringement "Reminder Notices" issued, compared to 308 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	25	88	Molinia	3	9
Tristania	20	28	Araucaria	2	7
Harpullia	19	6	Darwinia	2	6
Plumeria	18	34	Alphitonia	1	0
Schotia Island	17	8	Alyxia	1	0
Admin	14	4	Livingstonia	1	0
Alpinia	9	24	Washingtonia	1	18
Zieria	6	36	Adelia	0	4
Acacia	5	1	Colvillia	0	3
Fuschia	4	4	Banksia Lakes	0	2
Roystonia	4	9	Corymbia	0	2
Caladenia	3	9	Bauhinia	0	1
Cassia	3	1			
Felicia	3	4			
	150	256		11	52

## Speed Sign/Camera

The speed camera is still having charging issues. Option for another camera solution is being investigated. Only 3 vehicles were recorded speeding this month with 1 of them being a resident.

## 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
<b>YTD 2025</b>	256,678	55,592	8,774	1,971	332	86	323,433
Total	1,017,939	229,486	40,037	7,589	1,299	281	1,296,631
<b>% Current YTD</b>	<b>79.36%</b>	<b>17.19%</b>	<b>2.71%</b>	<b>0.61%</b>	<b>0.10%</b>	<b>0.03%</b>	<b>100.0%</b>
Mar 2024	27,942	6,144	490	238	39	13	34,866
Apr 2024	28,503	5,863	488	254	26	6	35,140
<b>May 2024</b>	31,239	6,355	905	209	24	6	38,738
<b>% Current MM</b>	<b>80.64%</b>	<b>16.40%</b>	<b>2.34%</b>	<b>0.54%</b>	<b>0.06%</b>	<b>0.02%</b>	<b>100.0%</b>



Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	65	8.05.25	2030 hrs
2204 The Parkway	77	28.05.25	2330 hrs

Operational

Security attended to 35 incidents for the month – 27 General and 8 Medical.

Twenty-seven (27) General Incidents:

- a) Seven (7) were Person related including:
  1. A missing elderly resident later found by Security walking towards the Village
  2. An intoxicated man found in a garden bed near the IGA
  3. 2 domestic related incidents involving a female resident
  4. Noise complaint about music from the Marina
  5. Alleged verbal abuse between a youth on a bike and the driver of a vehicle
  6. An injured kangaroo near the Boulevard that was later euthanised
- b) Nine (9) were Vehicle related including:
  1. 3 for damage to a Residential Gate boom through tailgating
  2. 2 for hitting a sensor post and LPR camera
  3. A contractor vehicle that caused minor damage when it drove through a buggy gate
  4. A prime mover that damaged curbing and grass at a roundabout
  5. Minor damage to a parked car in the residential area caused by a neighbour
  6. An identified vehicle doing burnouts in Casey Rd
- c) Eleven (11) were Property related including:
  1. 7 x alarms in the Village for Fire/PIR activation/Rearm
  2. 1 x Fire alarm at the Golf Club
  3. Rubbish from another work site – found in a neighbour's skip bin.
  4. Portable lighting taken from the Security Generator trailer
  5. A missing bag and phone that was pinged to house in the residential area

Eight (8) Medical incidents:

- 4 residents and 4 visitors. These included:
- An elderly female visitor who fell at a home and sadly passed away later in hospital
  - A elderly male who fell at home and suffered minor injuries
  - 3 patients with chest pain, trouble breathing, nausea and fainting
  - A contractor who fainted and had nausea
  - A patient with dizziness and high BP
  - A man who tripped disembarking a boat and injured their ribs

7 patients were transported to hospital.



44 Complaints were received:

	May 2025	April 2025	March 2025	February 2025
Residents	26	38	37	30
Subject not located	2	6	6	9
Rentals	9	0	0	11
Marina/Village/BCorp	7	3	1	1
<b>TOTAL</b>	<b>44</b>	<b>47</b>	<b>44</b>	<b>51</b>

## Marine Patrols

There were 498 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 25 dayshifts and 17 nightshifts.

May 2025	Haven	Eden	Totals
Zone1/Harbour 1	0	141	141
Zone 2/Harbour 2	0	99	99
Zone 3/Harbour 3	0	96	96
Zone 4/Harbour 4	0	103	103
Zone 5/Roystonia	0	59	59
<b>Total Patrols</b>	<b>0</b>	<b>498</b>	<b>498</b>
Day Patrols	0	25	25
Night Patrols	0	17	17

Reduced patrols have resulted from maintenance on the Haven motors, and staff shortages.

There were 10 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- All 10 incidents were related to fishing activities and were moved on without incident:
  - 9 from a Marina pier
  - 1 from 22 Ton Bridge



## Visitor Management System and License Plate Recognition

	7/05/2025	3/06/2025
Residents registered with LPR	1,151	1,131
Total not registered with LPR	275	295
Total Lots	1,426	1,426
Resident vehicles/buggies LPR	5,092	5,617
Permanent visitor vehicles LPR	5,719	4,998
Total Vehicles	10,811	10,615
Residents registered VMS Portal	439	441
Res/Builder/multiuser same house	119	120
Number of VMS entries	2473	2492

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

**LPR (License Plate Recognition) Registration by Residents:** Decreased by 20 to 1131 or 79% of resident homes.

**VMS (Visitor Management System) Portal Registration:** Increased by 2 to 441.

**Active Users on VMS Portal:** Increased by 1 to 120 residents and builders actively using the portal.

**Number of VMS Entries for Current Residents and Builders:** Increased by 19 to 2,492.

### 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 meeting was held 10 April 2025.
- Security to email to staff for replacement of Josh Marsh who resigned.
- Additional power points for Security kitchen appliances to prevent power outage



- RCD testing completed December 2024.
- Hazards April 2025 to date: 14 total; 11 closed
- Workplace inspections to be completed for Security, SCCSL and Facilities Compound
- Work Fatigue next bimonthly topic to be issued.
- Michael Graham WorkCover – matter has been finalised and employment terminated.
- Cyclone Alfred created need for chainsaw use training for Security staff. Peter Murray from Facilities to be contacted and time arrange for chainsaw training.
- Request for better chainsaws more suited for the environment that was required for use eg cutting of trees/branches that were hazardous.
- Response to the gas leak that affected the Body Corporate offices showed that building evacuation practice is required.

## Scheduled Works

Nil this month

## Staff

All teams are fully staffed.



### 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 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 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 May 2025, a total of nineteen (19) breach letters were issued for RZABL compliance, and six (6) breach letters were issued for parking compliance, and a total of four (4) breach letters were issued for Security/Alarm related matters.
3. **Website Access** – Please refer to the website [www.oursanctuarycove.com.au](http://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](mailto:enquiries@scove.com.au).
4. **Boat Show** – Another successful event completed until next year. Thank you for your patience with parking and village entrance over this busy time.
5. **Regular Training** – The Body Corporate team will initiate monthly training sessions in collaboration with the Strata Community Association. This initiative aims to ensure the team remains informed about the latest industry developments and regulatory changes. This month focused on changes to Towing & pets within Strata from May 2025.
6. **Staff Appointment Update** – We regret to inform you that our current Body Corporate Manager, Nicole Joynson, has resigned and will conclude her tenure in the coming weeks. We extend our sincere appreciation to Nicole for her dedicated service and wish her all the best in her future endeavours.  
We are pleased to announce that Selena Gooch will assume the role of Body Corporate Manager effective 11 June 2025. Selena brings extensive experience in the strata industry, and we look forward to working with her. We would like to take the opportunity to also welcome Tamara back to the office from Maternity leave.

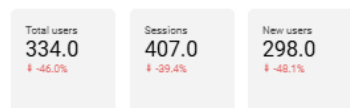


## Website Traffic Overview – May 2025

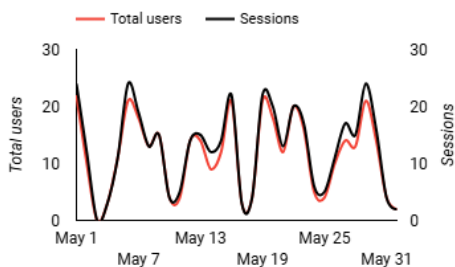
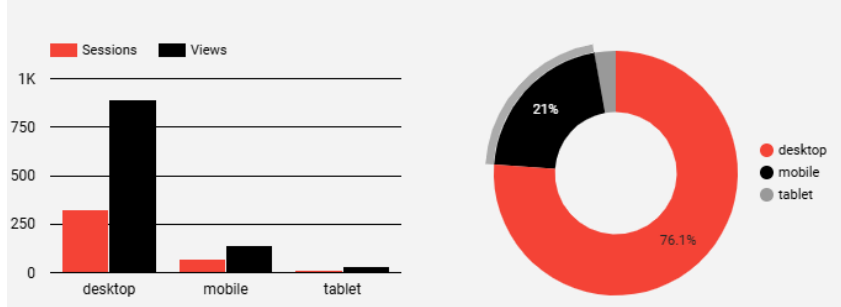
The graphs below provide a snapshot of the website activity throughout May 2025, highlighting total user numbers and session counts. Additionally, there is a breakdown of how users are accessing the site—whether by desktop, mobile, or tablet—offering valuable insight into user behaviour and device preferences.

### Users & Sessions

Users, sessions & new users



### Device Performance



## 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
Chambers Russell	QCAT Buttner & Cost assessment		6,078.05	
Chambers Russell	Advice of FTTH		14,245.00	
<b>Total</b>		<b>65,145.97</b>	<b>31,167.32</b>	<b>75,990.24</b>
Budget			63,660.00	
Balance Uncommitted			32,492.68	



### FACILITIES SERVICES

#### OPERATIONS REPORT – MAY 2025

After Hours call outs

Date	PBC Emergency Repair
18 <sup>th</sup> May	Pump station 12 – Electrical fault

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

EOI – Residential Task force appointments

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

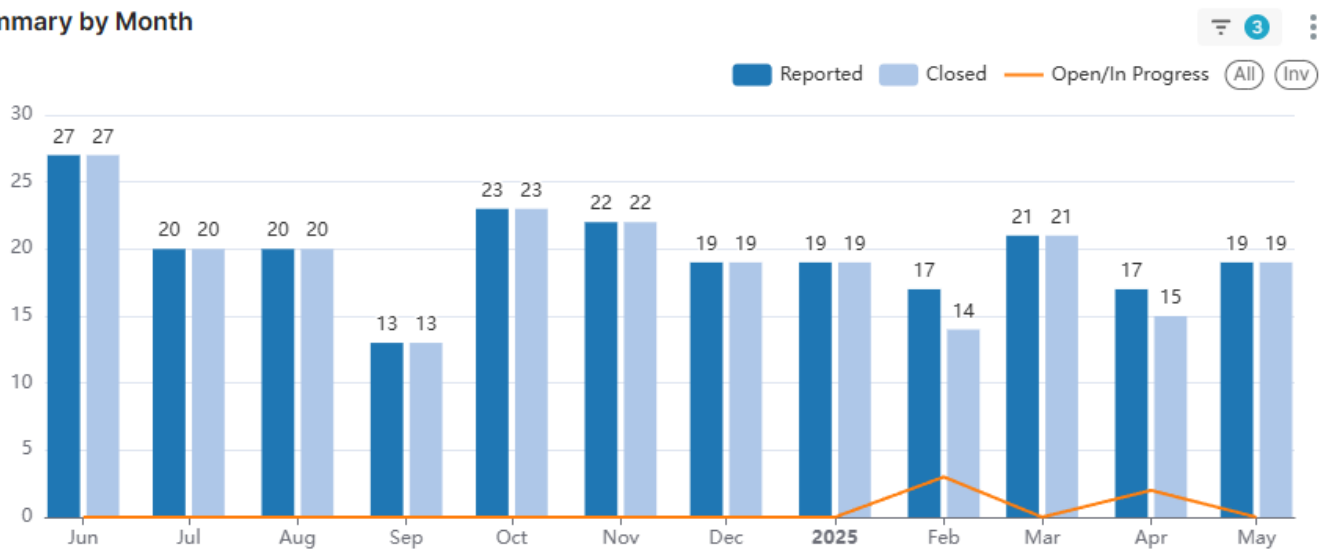
Landscape Solutions	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
1. Quality of Standard - 11/11	8	7	9	9	7	8	9
2. Complaint/Compliment - Maximum of 5 complaints per month	3	9	5	0	0	0	1
3. Response and Repair timeframes (Work Requests)							
P1	100%	100%	100%	100%	100%	100%	100%
P2	100%	100%	100%	100%	100%	100%	0%
P3	33%	56%	53%	48%	0%	18%	72%
4 Document Compliance	100%	100%	100%	100%	100%	100%	100%
5 Reporting	100%	0%	0%	100%	100%	100%	100%
SPS	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
1. Complaint/Compliment - Maximum of 1 complaints per month	0	0	0	0	0	0	0
2. Schedule of Works	100%	100%	100%	100%	100%	100%	100%
3. Document Compliance	100%	100%	100%	100%	100%	100%	100%
4. Reporting	100%	100%	100%	100%	100%	100%	100%
Cleanaway	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	4	5	8	6	6	6	0
2. Complaint/Compliment - Maximum of 3 complaints per month	0	6	0	0	0	0	5
3. Schedule	100%	100%	100%	100%	100%	100%	100%
4. Document Compliance	100%	100%	100%	100%	100%	100%	100%
5. Reporting	100%	0%	0%	100%	100%	100%	100%



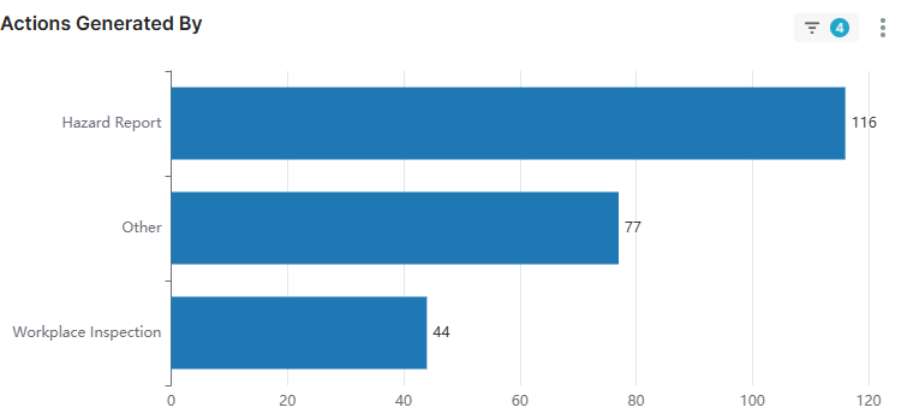
## Hazard Identification/Reporting

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

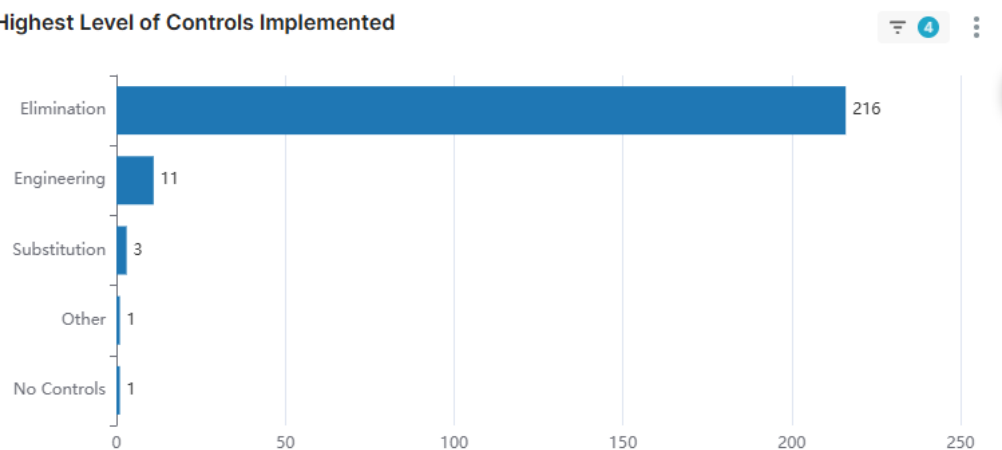
### Summary by Month



### Actions Generated By



### Highest Level of Controls Implemented

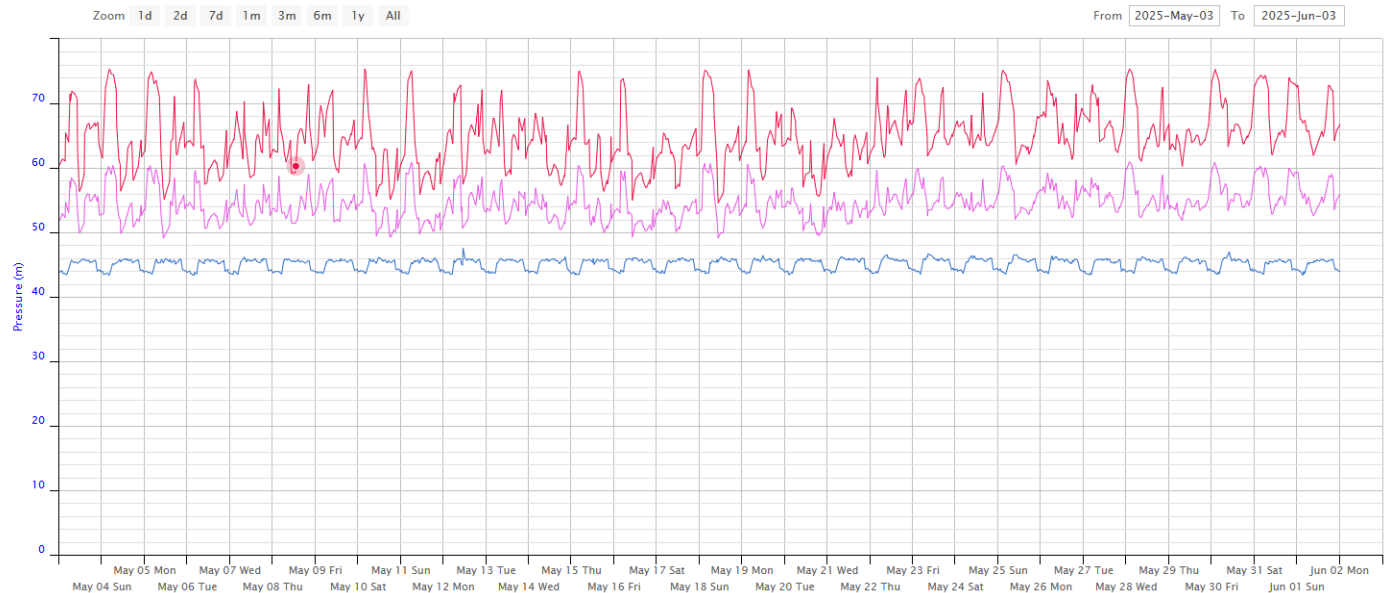




## Water Management

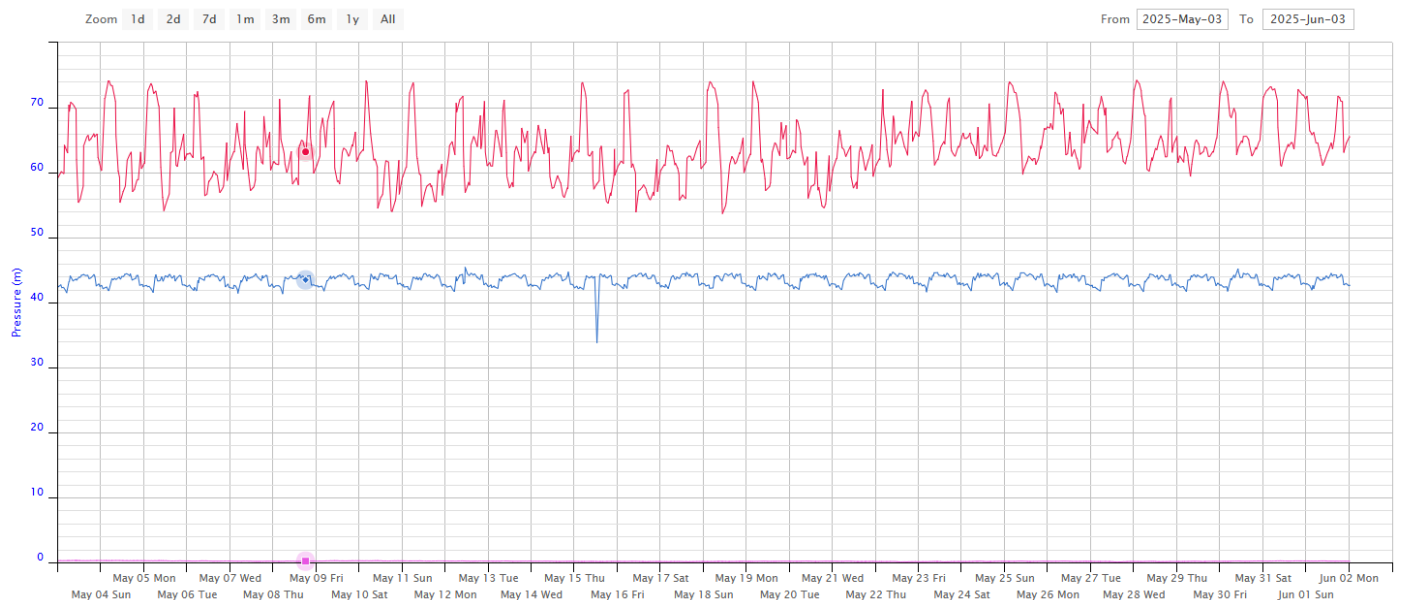
### PRV 1

📍 Parkway PRV 1 Outside Gate



### PRV 2

📍 Parkway PRV 2 Inside Gate



*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.*

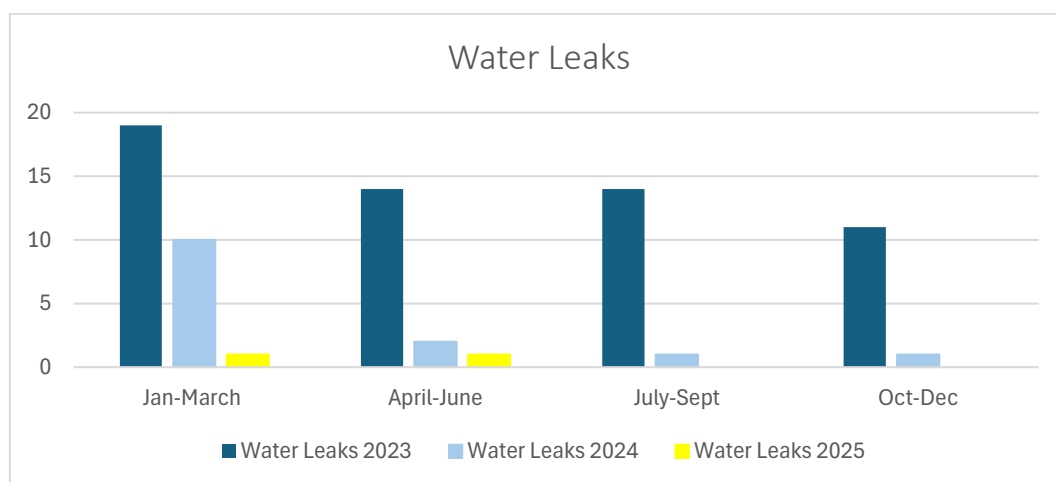
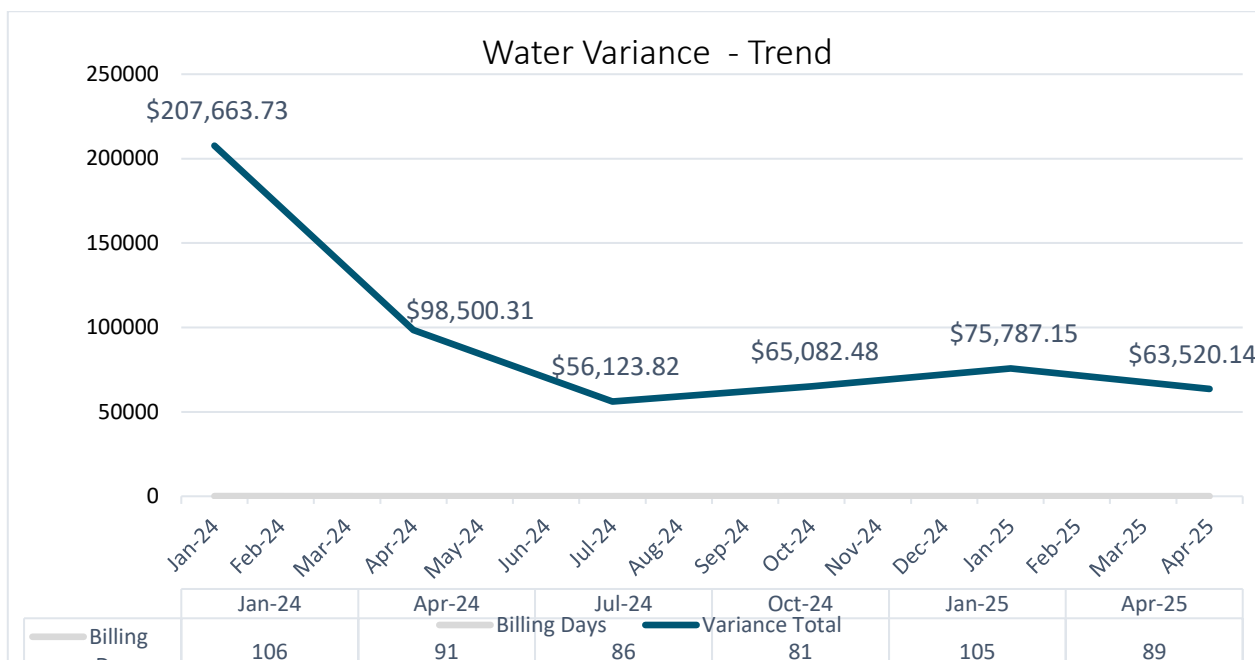
## Water Loss/Leaks

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/m<sup>3</sup>/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.



## Sinking Fund Projects FY2025

PBC	Projects	Budgeted FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	End Date - Estimate
<b>Bridges_PBC</b>							
<b>Electrical_Lights_PBC</b>	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	Completed		
<b>Facilities_Equip</b>	Replacement as per AF	\$ 706.00	\$ 1,000.00	\$ -	NYS		
<b>FTTH_PBC</b>	Spare parts – may not be required.	\$ 40,000.00	\$ 40,000.00	\$ -	NYS		
	ONU & Security/PABX system upgrade		TBA	\$ -	EOI	Ongoing	Ongoing
<b>Harbour_PBC</b>	(including revetment walls)						
	Rectification of timber walkways/jetty's	\$ 45,000.00	\$ 45,000.00	\$ -	NYS	June	August
<b>Hydraulic &amp; Electrical Supplies</b>							
					Scope of Works - Project considerations tabled for June PBC EC	July/August	October
<b>Irrigation_Control_PBC (inc A Class water)</b>	Sanctuary Greens - Verge Irrigation	\$ 200,000.00	\$ 200,000.00	\$ -			
<b>Irrigation_Mains_PBC</b>							
<b>Irrigation_Valves_PBC</b>							
<b>Kerb_PBC</b>	Village Gates (not yet complete - Yr 1)	\$ -	\$ 30,000.00	\$ -	Awaiting Mulpha	July	August
<b>Landscape_PBC</b>	LMP Phase 2/3		\$ 181,131.39	\$ 109,477.15	Ongoing		
<b>(including parks and playgrounds)</b>	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 130,000.00	\$ -	Seeking Quotations	June	August
	Darwinia Park upgrade		\$ 33,876.61	\$ 38,868.61	In progress	-	-
<b>Pumps_PBC</b>	Pump Station access lid upgrades		\$ 55,395.00	\$ -	Approved	June	July/August
	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	NYS	August	October
	Building Management System		\$ 150,000.00	\$ -	Approved	June	August
<b>Reports</b>		\$ 50,000.00	\$ 50,000.00	\$ -	NYS		
<b>Roads_PBC (including parking)</b>	Schotia Island Intersection upgrade	\$ 300,000.00	\$ 285,000.00	\$ -	Scope of Works	July	October
	Remaining Paving - Stage 4 Village Gate	\$ -	\$ 50,000.00	\$ -	Awaiting Mulpha	July	August
<b>Security_System_PBC</b>	CCTV servers upgrade - Stage 3	\$ 150,000.00	\$ 170,000.00	\$ -	Seeking Quotations	July	-
<b>(including alarm monitoring)</b>	Jacques Gate Intercom upgrade		\$ 65,000.00	\$ -	Seeking Quotations	July	-
<b>Stormwater_Line_PBC</b>	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	June	August
<b>Stormwater_Point_PBC</b>							
<b>Switchboard_Meter_PBC</b>							
<b>Wall_Fences_PBC</b>	PRV Fence	\$ -	\$ 13,630.00	\$ -	In progress - Remaining works scheduled - 12/06/2025	May	June
<b>(including gates)</b>					In progress - Remaining works scheduled - 03/06/2025	-	June
	Roystonia Boom		\$ 24,132.85	\$ 10,699.95			
<b>Wastewater_Line_PBC</b>							
<b>Wastewater_MH_PBC</b>							
<b>Wastewater_RM_PBC</b>							
<b>Water_Lines_PBC</b>	Marine Drive North Mainline replacement	\$ 1,000,000.00	\$ -	\$ -	No Longer Required		
<b>Water_Point_PBC</b>	Sluice Valve Replacements		\$ 50,000.00	\$ -	NYS	August	October
<b>(includes sluice valves, fire hydrants, water meters)</b>	Fire Hydrant Replacements	\$ 250,000.00	\$ 50,000.00	\$ -	NYS	August	October
	83 Residential Water meter replacements		\$ 80,000.00	\$ -	NYS	July	September
<b>WW_H_Connection_PBC</b>							
<b>Total</b>		<b>\$ 2,840,706.00</b>	<b>\$ 2,084,165.85</b>	<b>\$ 399,098.13</b>			



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



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

<b>Body Corporate Committee</b>	Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee		
<b>Location of Meeting:</b>	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
<b>Date and Time of meeting</b>	Thursday, 15 May 2025		
<b>Meeting Chaired by:</b>	Mr Stephen Anderson		
<b>Meeting start time:</b>	2:30 pm	<b>Meeting finish time:</b>	2:59pm

ATTENDANCE

**The following Committee members attended the meeting In Person:**

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mr Paul Kernaghan (PK)

PRESENT BY PROXY

Mr Mick McDonald (MM) to Stephen Anderson  
Mr Robert Hare (RH) to Stephen Anderson

APOLOGIES

Mr Tony McGinty (TM)

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
Accounts Officer	Carolyn Byham (minute taker)
General Manager	Cassie McAuliffe (CM)

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 17 April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

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 April 2025 as tabled.

*Notes:*

*MY - PBC Levy payment timing pushed back, data will be available for budgets.*

*Budgets should factor in contingencies eg. debt recovery and arrears*

*MY – updated point 3 timetable*

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
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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 Financial Statements as at 17 April 2025 as tabled.

*Notes:*

*PK – element of cleanup after cyclone, monitor budget expenditure, if close to going over budget then approval will be required*

*MY – 2<sup>nd</sup> debtor arrears holding payment, disputing work done on driveway*

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

4	PBC Actual v Budget Analysis	CARRIED
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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 Actual v Budget Analysis as at 17 April 2025 as tabled.

*Notes:*

*Electricity Fees embedded in contract and fixed for the contract term*

*MY and CM to obtain proposals from the two suggested electricity companies*

*PK – once proposals received require EC approval via a VOC*

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

5	PBC Legal/Consultant Costs Summary	CARRIED
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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.

*Notes:*

*PK – advised legal fees should include forecast. MY to check with BW and JS that work orders have been raised and when approval is expected.*

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

6	PTBC Financial Statements	CARRIED
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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 Financial Statements as at 17 April 2025 as tabled.

*Notes:*

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

7	PTBC Actual v Budget Analysis	CARRIED
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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 Actual v Budget Analysis as at 17 April 2025 as tabled.

*Notes:*

*SA – noted water recovery and meter reads have reduced  
Water - MY to add a percentage of loss and include the standard as a comparison*

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

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

**RESOLVED** That the FSC notes there was no expenditure incurred during the year to date period to 17 April 2025 at the end of month accounts closure.

Yes	4
No	0
Abstain	0

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

<b>9</b>	<b>Date of Next Meeting</b>	<b>CARRIED</b>
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Proposed by: The Chairperson

**RESOLVED** That the date of the next FSC Meeting will be Thursday, 19 June 2025 at 14:30.

Yes	4
No	0
Abstain	0

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

## GENERAL BUSINESS

n/a

Chairperson: .....



### **Residential Zone Activity By-Law (RZABL) Compliance**

Sanctuary Cove Body Corporate Services seek instructions on how to proceed with the below ongoing RZABL noncompliance matters.

The below referenced matters forwarded to the PBC indicate instances where no subsequent response has been received, neither action has been taken despite issuing at least three non-compliance notices to the respective lot owners. All notices are sent via email and post to ensure that they are being received.

- **The current cost to file an application for Order of the Referee is \$110.30 ex GST.**
- **The current cost to file an application with Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST.**

### **Current Referee Orders**

#### **1. 2489 The Parkway, Lot 25 Woodsia**

May 2025 – Matter has since been closed as breaches were rectified in March 2025 as per referee's order. House is currently listed for sale.

#### **2. 5200 Marine Drive West, Lot 75 Colvillia**

23.10.2024 – Application to the Referee was completed and sent to the Chairperson and Secretary for review.

- A final inspection of the property was requested, during which it was confirmed that the overgrown/rear landscaping had been addressed.
- The Respondent also submitted a request for the house to be completely repainted.
- It was agreed that the submission of the order will be put on hold, and we will continue to monitor the property to ensure all work remains in compliance with the RZABL's.
- The property has been consistently monitored throughout the year, with observations confirming that the works have been maintained and remain compliant with the By-Laws. Compliance will continue to monitor monthly.

#### **3. 8032 Key Waters, Lot 24 Harpullia**

13.02.2025 – Ongoing

- Application has been submitted to referee as per PBC EC approval.
- No correspondence currently received from Referee.

#### **4. 1046 Edgecliff Place, Lot 61 Tristania**

10.04.2025 - Ongoing

- The matter was presented for PBC to proceed with the application submission to the Referee.
- On 1 May 2025, the application was completed. A final site inspection was conducted to capture photographs of the property as at the date of filing. It was noted that rectification works were underway at the time of inspection.
- The application will be placed on hold until the end of May to allow for weekly monitoring to ensure ongoing compliance with the RZABLs. Please refer to the images below.





#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	<ul style="list-style-type: none"> <li>Stage 2 commence working group 2025.</li> <li>RBC resolution to be confirmed</li> </ul>	Ongoing
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> <li>Gates structure and design, the mirror image of the Pines.</li> <li>Road reopened.</li> <li>Extended to June 2025, New Gates has been installed.</li> <li>Likely extended to July</li> </ul>	Commenced mid July 24
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> <li>SF advised lighting hasn't been budgeted for, however may be able to utilise Solar ones at Village gates once completed.</li> <li>Boom gate not far from operational</li> <li>Follow up email of update sent to Simone 2/06/2025</li> </ul>	SF to look at in 2024/2025 budget
427	05/23	PBC FTTH Network Solution	PBC	<ul style="list-style-type: none"> <li>PBC EGM approved extension of one year contract OptiComm.</li> <li>Shaun Clarke is tasked this with SF &amp; MT.</li> <li>SC gave an update at EGM March 2025</li> <li>Obtaining Legal advice on services outside gates</li> <li>EOI consultants and residents – Sent As of 07/05/2025</li> <li>3x Consultants</li> <li>2x Residents</li> </ul>	Ongoing



#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
429	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> <li>Purchasing policy to be updated – Finance Manager and In-House Counsel.</li> </ul>	2025 Governance Review
430	07/24	Secondary Thoroughfare By-Law	PBC	<ul style="list-style-type: none"> <li>Visitor's Parking Signage</li> <li>Email sent 4/9/24 for gazettal.</li> <li>On hold, waiting for 2 new amendments to be passed at March EGM to resubmit.</li> <li>Resubmitted with new amendments, awaiting to be gazetted.</li> <li>Email back requesting more information, with Brogan to follow up with contact.</li> </ul>	Passed at PBC EGM July 24
431	07/24	Emergency Management Plan	PBC	<ul style="list-style-type: none"> <li>App idea incorporated into Governance Review</li> <li>Sent out again to residents on 4<sup>th</sup> March 25 ahead of Cyclone Alfred</li> <li>A working group to work on emergency location for any future weather events that may occur.</li> </ul>	Completed
432	2025	Administration & Facilities Agreements	PBC	<ul style="list-style-type: none"> <li>Drafts completed by Brogan for consideration.</li> <li>PBC seeking a legal review from Chambers Russell.</li> <li>Updated drafts will be presented at June PBC EGM.</li> </ul>	Ongoing

Note: Green = Complete, Yellow = In Progress, Red = Not yet in Progress.

Ongoing

Working Progress

Mulpha

On hold

# 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:** Shop 1A, Building 1, Masthead Way, 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:**

**PBC EC GTP 202**

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:** .....