



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 12 June 2025 at 9:00 AM
Meeting time: **8:57am – 11:22am**
Chairperson: Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot Livingstonia 1712	Brian Earp
Lot Harpullia 107045	Paul Kernaghan
Lot Felicia 107128	Stuart Shakespeare
Lot Caladenia 107399	Tony McGinty

The following members present by Voting Paper and In Person:

The following members present by Voting Paper:

Lot Alpinia 107209	Dianne Taylor	Electronic vote
Lot Tristania 107217	Mark Winfield	Electronic vote

The following members were present by Proxy:

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

Present by Invitation:

Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker - JS)
Mrs Cassie McAuliffe – General Manager (CA)
Ms Shanyn Fox – Facilities Manager (SF)
Mrs Simone Hoyle – Governance Review & App discussion (SH)

Apologies:

Ms Dianne Taylor
Mr Mark Winfield
Mrs Cheryl McBride

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

Motions

1 Approval of Previous Minutes 15th May 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 15th May 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
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			
Tony McGinty	X		

Submitted by Committee

CARRIED

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2nd June 2025.

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

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2nd June 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 Building Approvals Manager, at its meeting held 2nd June 2025.

Yes	5
No	1
Abstain	0

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

Submitted by Committee

CARRIED

RESOLVED 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	6
No	0
Abstain	0

NOTE: On hold – Await future amendment to RZABLS

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

7. Correspondence for Information:

- Noted
- Discussion around the recent Courier Mail story regarding a resident and PBC.
- **Action:** JS to send the article to EC members.

8. Correspondence for Action:

CFA 1. 2113 The Circle – Removal of tree:

- The PBC Executive Committee has unanimously approved the removal of the specified tree and its replacement with *Harpullia pendula*. The property owner will re-turf the front lawn after the new tree is planted.
- **Action:** JS to notify both the owner and Facilities to proceed with the removal and replacement.

CFA 2. Sanctuary Green Irrigation:

- Sanctuary Greens – encompasses *Corymbia*, *Molinia*, *Zieria*, and *Darwinia*,
- For a period of time, Stage 2 building approvals had a condition on the decision notice and plans that the owner must irrigate the grass verge in front of their property.
- Stuart (SS) clarified that the intent of the project is for PBC, not individual owners, to irrigate the verges. For any properties where owners have installed their own irrigation, PBC will install its own system and disconnect the owners' setup.
- Owners in the four identified areas who were formerly required to irrigate the verge will be notified that PBC will now take over and install an irrigation system to maintain the area.
- **Action:** SF will provide Action list for next EC meeting July

CFA 3. 8080 Riverside Drive NBN:

- Owners arrange NBN to come out, Security are not advised and NBN disconnect the FTTH connection when installing the NBN. Usually the owner notifies NBN and they come back and reconnect the FTTH. This owner is not responding of notifying NBN to come out and fix the problem
- **Action:** Body Corporate will send a request to NBN to fix the problem rather than take the matter to the referee.

9. Reports for Information:

RFI 1. Ops Report:

- Ops report under Facilities section to include a project plan with estimated start/finish dates.
- **Action:** SF to amend

RFI 2. FSC & Budgets – Mr Paul Kernaghan (PK):

- Drafts of the budget will be out 13th June 2025.
- Update at the next PBC EGM in June at 9am from PK.
- **Action:** JS to send a reminder to MNs of earlier start time.
- **Action:** CA to look at the structure in line with new agreements.

RFI 4. Matters In Progress (MIPs):

- #431 – Remove
- #427 – Update - May written report and list.
- #432 – Add Governance Review.
- #429 – Update Purchasing Policy being finalised by In-House Counsel.
- **Action:** JS to amend MIPs.

10. General Business:

10.1 Governance Review – Mrs Simone Hoyle (SH):

Key Actions Completed Since PBC Approval:

- Liaison Group Charter developed – Objectives, ways of working, and deliverables agreed.
- Engagement Framework Developed – Mapped draft process flow and stakeholder engagement points; shared with the Liaison Group.
- Policy & Procedure Request Initiated – Requested from SCBCS latest versions of PBC policies and procedures for actions related to our quarterly focus.
- Drafting Modernised Code of Conduct – Work commenced on a revised Code of Conduct to apply across all committees.
- Conflict of Interest Approach – Requested ARC draft for review with intention to adopt a consistent model across all governance groups.

Focus for Next 30 Days:

- Document Collection – Obtain current revisions of PBC governance documents.
- Terms of Reference & Role Clarification – Prioritise review and development for PBC, EC, and Committee structures.
- Code of Conduct Refresh - to support constructive, valued and respectful PBC culture.
- App Assessment Back Office Systems Follow Up - Four separate contact attempts made regarding timings of App Report. Status TBD.
- **Action:** JS to provide key documents to SH relevant to the quarter which is focused on. This quarter TORs, Roles and Responsibilities, Code of Conduct, decision rights and Conflicts of Interest.

- **Action:** Jodie (JS) to send SH a copy of the Conflict of Interest discussed in ARC meeting.

10.2 Community Newsletter:

- Monthly PBC newsletter to homeowners for Tamara (TJ) to compile with information gathered from meetings etc. Secretary and EC to review before publishing
- **Action:** JS to send EC members a copy of the welcome letter sent to new owners.

10.3 2232 Request to install own irrigation to verge:

- PBC EC collectively agreed to deny request due to PBC installing irrigation to maintain the grass to the verge. The PBC system will be installed in due course. The owner can still water the verge in the meantime
- **Action:** JS to advise owners.

10.4 Compliance for parking and Alarms:

- JS recommended the parking and alarm compliance enforcement be removed from Security to the Compliance Officer to enforce.
- Security will take photos of offending parked cars overnight, and email to compliance to follow up.
- **Action:** JS to arrange a meeting with Security and Compliance Officer to adapt the change.

10.5 Taymardan Letterbox Drop:

- SS advised Stephanie from Taymardan called him to discuss the reasoning on why she was unable to access behind the gate recently to deliver commercial literature.
- SS advised there was no formal agreement between the PBC and Taymardan, hence why her access has been denied.
- EC decided this service was not needed as Australia Post offers a paid service if companies chose to take this up.
- **Action:** JS to communicate this decision to Stephanie at Taymardan.

10.6 Shareholders Agreement:

- A possible amendment to the Shareholders Agreement to delete 5.11 was discussed. To be raised and discussed further at the June EGM.

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

MEETING CLOSED at 11:22 AM

Chairperson: Mr Stuart Shakespeare X.....