NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PTBC

Name of Property: SANCTUARY COVE PRIMARY Primary Thoroughfare Body Corporate

GTP: 203

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 26 June 2025 at 12:30 PM

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

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

Agenda

- 1. Attendance record
- 2. Apologies and proxies
- 3. Quorum
- 4. Conflict of Interest Member Declaration
- 5. Recording of meeting
- 6. Motions

6.1 Approval of Previous PTBC EC Minutes held on 24th April 2025

7. Correspondence for Information

No	Date	From	То	Regarding
1.	2/06/2025	City of Gold Coast	PTBC Chairperson	Transfer of Lot 7 SP 186788
2.	18/06/2025	SCCSL	IPIBC	PTBC Draft Budget - pending approval from FSC

8. Correspondence for Action

No	Date	From	То	Regarding
1.	9/06/2025	In-House Counsel SCCSL	РТВС	Admin & Facilities Agreement Changes

9. Reports for Information

No	Date	From	То	Regarding
1.	April/May 2025	FSC	РТВС	Minutes April & May Meeting
2.	May 2025	SCCSL	PTBC	Ops Report
3.	June 2025	SCCSL	PTBC	Matters In Progress

Reply To PO Box 15, Sanctuary Cove QLD, 4212

VOTING PAPER

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

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,

Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Date and time of meeting: Thursday 26 June 2025 at 12:30 PM

Instructions

If you want to vote using this voting paper, then *circle or tick* either **YES**, **NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda. You may also vote online using the secure link emailed to your email address.

MOTIONS

1	Approval of Previous PTBC EC Minutes held on 24th April 2025 (Agenda Item 6.1)	Ordinary Resolution
Statutory	Motion Submitted by Committee	
	Minutes of the PTBC Executive Committee Meeting held on 24th April ccepted as a true and correct record of the proceedings of the meeting.	Yes No
		Abstain
GTP: 201	Lot Number: Unit Number:	
•	ire that this voting paper, completed by me/us be recorded as my/ourns set out above.	vote in respect of
	TANT – If the property is owned in joint names, all Oving Paper.	wners must sign
Name of v	oter:	
Signature	of voter: Date:	

ATTACHMENTS

- 1. MOTION INFORMATION
- 2. Motion 1. 20250424 PTBC EC Minutes
- 3. CORRO FOR INFORMATION
- 4. CFI 1. Transfer lot 7 letter
- 5. CFI 2. PTBC 31 OCT 2026_ Draft Budget V2.0
- 6. CORRO FOR ACTION
- 7. CFA 1. Draft Administration and Facilities Management Agreement _ PTBC _ Comparison

 Table of Key Terms
- 8. REPORTS FOR INFORMATION
- 9. RFI 1. Draft FSC Minutes 20250417 PBCPTBC
- 10. RFI 1. FSC Minutes 20250515 PBCPTBC
- 11. RFI 2. Ops Report May 2025
- 12. RFI 3. PTBC MIP 20250616
- 13. Proxy form BC

MOTION INFORMATION

MINUTES OF EXECUTIVE COMMITTEE MEETING

for Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,

Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Date and time of meeting: Thursday 24 April 2025 at 12:30 PM

Meeting time: 1:00PM - 1:05PM
Chairperson: Mr Stephen Anderson

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 6,10,24,31,32,34,38,40 Mr S Anderson

Lot 1,16,20,51,52,52,53,54 Mr Paul Sanders (Via Teams)
Lot 278 Mr Stuart Shakespeare

The following members present by Voting Paper and In Person:

Mr Paul Sanders Committee member present (pre-voted)

The following members present by Voting Paper:

The following members were present by Proxy:

Lot 10,58 Mr Barry Teeling to Mr Stephen Anderson

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

Present by Invitation:

Mrs Cassie McAuliffe – General Manager (CM)
Mrs Jodie Syrett – Manager of Body Corporate (JS minute taker)

Apologies:

Mr Barry Teeling

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

Motions

1	Approval of Previous PTBC EC Minutes held on 27th February 2025 (Agenda Item 6.1)	ORDINARY RESOLUTION
Statutory	Motion Submitted by Committee	CARRIED

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

Yes	4
No	0
Abstain	0

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

	pproval of PTBC EC VOC Minutes – Relocation of geese held on 1st March 2025 (Agenda Item 6.2)	ORDINARY RESOLUTION
Statutory M	otion Submitted by Committee	CARRIED

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

Yes	4
No	0
Abstain	0

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

3 Approval of PTBC EC VOC – Geese Relocation Process Minutes held ORDINARY on 27th March 2025 (Agenda Item 6.3) RESOLUTION

Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the VOC Minutes of the PTBC Executive Committee Meeting held on 27th March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

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

4	Approval of FSC Minutes held on 20 th February 2025 (Agenda Item 6.4)	ORDINARY RESOLUTION
Statutor	y Motion Submitted by Committee	CARRIED

RESOLVED that the PTBC EC notes and accepts the FSC Minutes dated 20^{th} February 2025 as tabled.

Yes	4
No	0
Abstain	0

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

5 Approval of FSC Minutes held on 28th March 2025 (Agenda Item 6.5) ORDINARY RESOLUTION

Statutory Motion Submitted by Committee

CARRIED

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

Yes	4
No	0
Abstain	0

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

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

MEETING CLOSED at 01:05PM

Chairperson: Mr Stephen Anderson X.....

CORRESPONDENCE FOR INFORMATION



BY: lonsulus



Date: 27 May 2025
Contact: Roger Sharpe
Location: City Development

Telephone: 5582 8017

Your reference: Our reference:

> Stephen Anderson PTBC Chairperson Sanctuary Cove Community Services Pty Ltd PO Box 15 Sanctuary Cove 4212

Dear Stephen

APPLICATION PURSUANT TO SECTION 58 OF THE SANCTUARY COVE RESORT ACT 1985 (SCRA) FOR THE TRANSFER OF LOT 7 ON SP 186788 (primary thoroughfare) FROM THE PRIMARY THOROUGHFARE BODY CORPORATE TO MULPHA SANCTUARY COVE (Developments) PTY LTD

Reference is made to your letter, dated 6th of August 2024, relating to your application to transfer lot 7 from the PTBC to Mulpha Sanctuary Cove (Developments) Pty Ltd.

In response to your request, the City of Gold Coast provides its approval under section 58 of the SCRA to the transfer by the PTBC to Mulpha Sanctuary Cove (Developments) Pty Ltd of lot 7 on SP 186788 to enable the transfer to register in the Queensland Land Titles Registry.

We understand that our approval is required under Section 58 of the SRCA prior to requesting the Ministers approval. We trust that this approval satisfies the City's obligations in response to your proposal.

Please do not hesitate to contact me on 55828017 if additional information or clarification is required.

Yours faithfully

Roger Sharpe

Manager Planning Assessment

City Development

For the Chief Executive Officer
Council of the City of Gold Coast

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE FY2026

INDICATIVE DRAFT BUDGET V2.0

Sanctuary Cove Primary Thoroughfare Body Corporate

FY2026 Budget - Calculation of Levies

Indicative Draft Version 2.0

Total PTBC Administrative Fund Levy required	Budget 2025	Budget 2026
Total net Administrative Fund expenditure to be recovered (per PTBC Budget)	1,719,136	1,618,400
Less Prior Year Budget Surplus utilised. (FY2023 surplus to BUD2025, FY2024 surplus to BUD2026)	(126,056)	-
Total PTBC Admin Fund levy required	1,593,080	1,618,400
PTBC Admin Fund levy per lot (total divided by 4,250 lots)	375	381
Total PTBC Sinking Fund Levy required	Budget 2025	Budget 2026
Total PTBC Sinking Fund levy required to cover projected future expenditure needs (with expected balance brought forward)	1,052,300	1,096,500
PTBC Sinking Fund levy per lot (total divided by 4,250 lots)	248	258
Total PTBC Administrative and Sinking Fund Levy required	Budget 2025	Budget 2026
Total PTBC levy required to cover projected future expenditure needs (with expected balance brought forward)	2,645,380	2,714,900
PTBC levy per lot (total divided by 4,250 lots)	623	639

Sanctuary Cove Primary Thoroughfare Body Corporate

Note Summary

Indicative Draft Version 2.0

Note 1	Management Fees - A&M	The FY2026 Budget includes only the fees associated with the proposed renewal of the A&M agreement, reflecting the separation of Facilities Management Services. These Management Fees are calculated on a cost recovery basis and are allocated to the PBC, PTBC, and RBCs in proportion to their use of resources.
Note 2	Management Fees - FM	The proposed Facilities Management agreement has been reflected in the FY2026 Budget to account for services related to Facilities Management. The portion of costs attributable to the PBC and PTBC has been allocated based on the proportion of assets maintained by each entity. For FY2026, the allocation ratio applied is 82% to the PBC and 18% to the PTBC.
Note 3	Security services	Security Services increase is primarily driven by employee related expenses. These costs are influenced by 3 key factors: - Annual increase 3.75% with the associated oncosts and flow on effect to existing leave provision balances. - An increase in headcount by two (2) positions; and - Provisions for the current Enterprise Bargaining Agreement negotiations, which are currently underway.
Note 4	Grounds & Garden - contract	The landscaping contract tender was finalised after the FY2025 Budgets were completed. The scope of required services was expanded, and the cumulative impact of inflation from 2021 to 2024 contributed to a significant increase in annual contract fees. While the FY2025 Budget had anticipated a substantial increase under the existing three-year fixed-term agreement ending 31 October 2024, the outcome of the tender process resulted positively against the FY2025 budget. The annual fee for landscaping services has been contracted as \$1,347,582, fixed until 31 October 2027.
Note 5	Utilities - water	Assumption for water variances has been reduced against FY2025 budget, based on the positive results seen through the implementation of the pressure reduction valves. Aqua Analytics have advised the variances are well below the acceptable Unavoidable Annual Real Loss ("UARL") levels under the International Water Association guidelines.

Sanctuary Cove Primary Thoroughfare Body Corporate - Administration Budget for Year Ending 31 October 2026 Indicative Draft Version 2.0

Indicative Draft Version 2.0			3.0%				
	Actual	Forecast	Budget	Budget Draft	Budget 2025 Vs. Budget 2026		
Description	2024	2025	2025	2026			
LEVIES ADMINISTRATION FUND	1,533,333	1,719,136	1,719,136	1,618,400	(100,736)		
less credit for previous year surplus	(211,583)	(126,056)	(126,056)		126,056		
FOTAL ADMIN. FUND INCOME	1,321,750	1,593,080	1,593,080	1,618,400	25,320		
administrative Expenses	28,386	58,375	58,310	63,863	(5,553)		
Management Fees - A&M	414,233	496,350	496,350	213,340	283,010 Note 1		
Nanagement Fees - FM				107,945	(107,945) Note 2		
ecurity services	78,830	85,929	85,929	116,595	(30,666) Note 3		
Consultants and Legal Services	4,433	31,060	31,060	30,000	1,060		
lectrical	43,775	37,211	37,211	54,004	(16,793)		
rounds & Garden	292,625	316,132	365,000	319,582	45,418 Note 4		
nsurance	86,229	97,622	97,622	106,384	(8,762)		
rigation	118,387	107,422	107,422	90,248	17,174		
lumbing	22,704	24,624	24,624	42,618	(17,994)		
nimal Management	148,961	102,200	102,200	105,266	(3,066)		
epairs & Maintenance	106,097	159,788	159,788	164,582	(4,794)		
oad sweeping	23,653	28,256	26,834	28,256	(1,421)		
Itilities	226,167	163,170	126,786	175,719	(48,933) Note 5		
OTAL ADMIN FUND EXPENDITURE	1,594,482	1,708,138	1,719,136	1,618,400	100,735		
1 1/5 5 10	(272 722)	(445.050)	(425.055)				
surplus / (Deficit)	(272,732)	(115,058)	(126,056)	-			
Refund of Surplus	-	-	126,056	-	(
Opening Admin Fund Balance	337,639	337,638	337,638	222,581	(115,058)		
OTAL ADMIN FUND BALANCE	64,908	222,581	211,582	222,581			
Number of units of entitlement	4,250	4,250	4,250	4,250			
Levy per unit of entitlement	311	375	375	381			
, , , , , , , , , , , , , , , , , , ,	-11		0	301			

Sanctuary Cove Primary Thoroughfare Body Corporate Sinking Fund expenditure Indicative Draft Version 2.0

Project	Budgeted Opening Balance	Budget Levy allocation (inc. Interest income)	Budgeted FY2026 Projects	Budgeted Closing Balance
Bridges	155,483	20,000	(30,000)	145,483
Buildings	90,656	50,000	(10,000)	130,656
Lighting	262,941	40,000	(300,000)	2,941
FTTH	5,000	0	0	5,000
Irrigation	96,239	50,000	0	146,239
Landscaping and Parks	519,748	40,000	(50,000)	509,748
Path	458,765	40,000		498,765
Roads and Kerbing	291,461	419,921	(1,455,000)	(743,618)
Security_System	14,588			14,588
Stormwater	166,575	0	0	166,575
Walls and Fences	17,109	120,000	0	137,109
Wastewater	413,712	5,000	0	418,712
Water Lines	247,160	65,000	(25,000)	287,160
Other Assets	1,166	44,010	(20,000)	25,176
Total Spend	2,740,603	893,931	(1,890,000)	1,744,534

The Sinking Fund Budget allocation of levies takes into consideration future year spending to ensure relevant category pools have sufficient funding whereever possible for future projects based on Asset Finda reports.

AssetFinda provides a schedule of replacement timing and costs, the values use a static inflation rate of 3%. The Sinking Fund has been using an inflation rate of 3% which was closely aligned to CPI projections. Various construction and indexes show 4 -6% to be the appropriate rate range to consider for application to the sinking fund. For the purposes of the Indicative Draft Budget V1.0, a rate of 4.2% has been adopted for consideration.

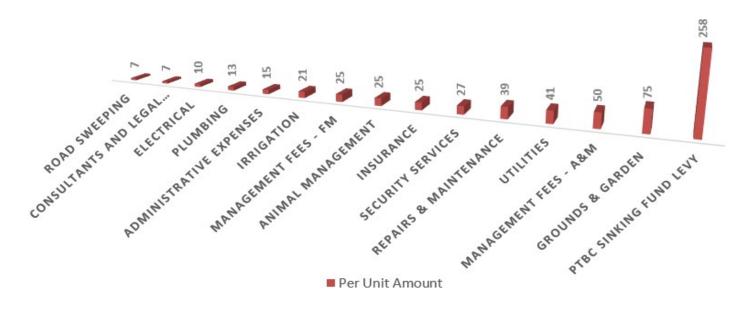
Sanctuary Cove Primary Thoroughfare Body Corporate

Expenditure per Lot Entitlement - Administrative Fund FY2026 Budget Indicative Draft Version 2.0

	Actual	Forecast	Budget	Budget Draft	Budget 2025 Vs. Budget 2026
Description	2024	2025	2025	2026	
Administrative Expenses	7	14	14	15	1
Management Fees - A&M	97	117	117	50	(67)
Management Fees - FM				25	25
Security services	19	20	20	27	7
Consultants and Legal Services	1	7	7	7	(O)
Electrical	10	9	9	13	4
Grounds & Garden	69	74	86	75	(11)
Insurance	20	23	23	25	2
Irrigation	28	25	25	21	(4)
Plumbing	5	6	6	10	4
Animal Management	35	24	24	25	1
Repairs & Maintenance	25	38	38	39	1
Road sweeping	6	7	6	7	0
Utilities	53	38	30	41	12
TOTAL ADMIN FUND EXPENDITURE	374	409	411	381	(30)

Sharing of Total Expenditure by 4,250 Units

PTBC EXPENDITURE BY CATEGORY PER UNIT OF ENTITLEMENT
ADMINISTRATIVE FUND LEVY \$381
SINKING FUND LEVY \$258
TOTAL LEVIES \$639



Sanctuary Cove Primary Thoroughfare Body Corporate

Levy Historical 5 Year Summary

Draft Indicative Budget V2.0

	Actual	Actual	Actual	Actual	Actual	Budget	Prop	osed
Fund	2020	2021	2022	2023	2024	2025	2026	% Change
Administration	1,563,691	1,562,455	1,529,629	1,532,218	1,533,333	1,719,136	1,618,400	5.9%
Previous years surplus utilised			- 104,009	- 159,232	- 211,583	- 126,056	-	
Sinking	766,159	1,021,476	1,021,530	850,000	951,150	1,052,300	1,096,500	(4.2)%
Total Fund Levies	2,329,850	2,583,931	2,447,150	2,222,986	2,272,900	2,645,380	2,714,900	2.6%
Number of Lots	4,250	4,250	4,250	4,250	4,250	4,250	4,250	
Levies Per Lot								
Administration	368	368	335	323	311	375	381	
Sinking	180	240	240	200	224	248	258	
Total Levies per annum	548	608	575	523	535	623	639	
YOY decrease / (increase)	50	(60)	33	52	(12)	(88)	- 16	
% decrease / (increase)	8.4%	(10.9)%	5.4%	9.0%	(2.3)%	(16.4)%	(2.6)%	

Sanctuary Cove Primary Thoroughfare Body Corporate

Budgeted Levy split - Year End 31 October 2026 Indicative Draft Version 2.0

(exc. GST)		ADMIN F	UND LEVY	SINKING F	UND LEVY	TOTAL		
	Lots	Qtrly Budget	Annual Budget	Qtrly Budget	Annual Budget	Qtrly Budget	Annual Budget	
Per Lot		95	381	65	258	160	639	
Sanc Cove Golf & Country Club	7	666	2,666	452	1,806	1,118	4,472	
RECC Properties	1	95	381	65	258	160	639	
Mulpha Sanctuary Cove Developments	42	3,998	15,994	2,709	10,836	6,707	26,830	
Mulpha Sanctuary Cove Hotel	500	47,600	190,400	32,250	129,000	79,850	319,400	
Mulpha Sanctuary Cove Marina	200	19,040	76,160	12,900	51,600	31,940	127,760	
Mulpha Sanctuary Cove Marine Village	1,200	114,240	456,960	77,400	309,600	191,640	766,560	
Mulpha Sanctuary Cove Developments	19	1,809	7,235	1,226	4,902	3,034	12,137	
Sanctuary Cove Golf and Country Club	200	19,040	76,160	12,900	51,600	31,940	127,760	
Aveo Sanctuary Cove	-	0	0	0	0	0	0	
Mulpha Sanctuary Cove Investments	81	7,711	30,845	5,225	20,898	12,936	51,743	
Sanctuary Cove Country Club	-	0	0	0	0	0	0	
PBC	2,000	190,400	761,600	129,000	516,000	319,400	1,277,600	
	4,250	404,600	1,618,400	274,125	1,096,500	678,725	2,714,900	

Sanctuary Cove Community Services Ltd Cost Recovery Allocation Summary FY2026 Budget

FY2026 Budgeted Net Costs Recoverable	\$ 2,372,232		\$ 2,788,773		\$ 2,767,515	
Summary of allocations	2024	%	2025	%	2026*	%
PBC	1,320,367	56%	1,550,413	57%	1,716,035	62%
PTBC	403,841	17%	496,314	18%	321,285	12%
RBCs	648,024	27%	688,646	25%	730,195	26%
Total Allocations	\$ 2,372,232		\$ 2,735,373		\$ 2,767,515	

Summary of allocations 2026*							
FY2026	Admin and	l Mgmt	%	Facilities Mgmt	%	Total	%
PBC		1,255,847	57%	460,188	81%	1,716,035	62%
PTBC		213,340	10%	107,945	19%	321,285	12%
RBCs		730,195	33%		0%	730,195	26%
Total Allocations	\$	2,199,382		\$ 568,133		\$ 2,767,515	

^{*} FY2026 Budget reflects the proposed management agreements which separate Administration and Management and Facilities Management fees

CORRESPONDENCE FOR ACTION

From: Brogan Watling

To: <u>Stephen Anderson; Barry Teeling; Paul Sanders; Stuart Shakespeare</u>

Cc: <u>Jodie Syrett; Cassie McAuliffe</u>

Subject: Draft Administration and Facilities Management Agreement | PTBC | Comparison Table of Key Terms

Date: Monday, 9 June 2025 9:13:46 AM

Attachments: <u>image001.png</u>

Good morning Executive Committee

I have included below a comparison table on some key terms from the current Administration and Management Agreement and the proposed Administration Agreement and Facilities Management Agreement.

There are obviously other differences between the current and proposed agreements, but not every change can be captured in the table. The proposed agreements take a very different form to the current, so it is difficult to draw straight comparisons. Further, the current agreement includes aspects of facilities management in the body corporate administration agreement, whereas the proposed agreements separate out body corporate administration and facilities.

I would encourage you to review the proposed agreements themselves. I would be happy to sit down with the PTBC EC informally to go through them.

Please be mindful that this is not legal advice to the PTBC. I drafted these agreements on behalf of the Company. If the PTBC has any concerns, it should consider obtaining its own independent legal advice.

If you have any other questions, please reach out.

Thank you.

Description	Current Agreement	Proposed Agreements
Term	Schedule 1 3 years x 3 years x 3 years This not permitted under SCRA for body corporate manager. The max term is 3 years. There is no max term for the engagement of a facilities manager.	Clause 3 1 year. This is to align with the PBC and give the PTBC and SCCSL to make any improvements/amendments after 12 months. After the first 12 month period, an agreement term of 3 years will likely be proposed for both agreements.
Services	Schedule 2 Facilities duties generally.	Schedule A No material change.

	- Schedule 3 Body Corporate management duties generally.	
Powers of SCCSL	Clause 3 SCCSL has the powers necessary to perform the services set out in the agreement including maintenance of the primary thoroughfare. • NB: no authority for SCCSL to undertake any expenditure on behalf of PTBC without approval.	Clause 5 Although worded very differently in the new agreement, the effect is similar. More specificity is provided as to what SCCSL's powers are. Importantly, it is clarified that SCCSL does have the power to expend monies of the PTBC without approval in certain circumstances (related to facilities management only – see PTBC expenditure policy).
Cost	Clause 5 PTBC is liable for actual cost incurred for all things done by SCCSL and a pro-rata proportion of all costs, charges, expenses and overheads incurred by SCCSL.	Clause 6 No material change.
Indemnity	Clause 8 Indemnification of SCCSL.	Clause 9 (BC) and Clause 10 (Facilities) Different wording, but no material change.
Termination	 Clause 9 ● PTBC can terminate where SCCSL fails to perform its obligations and after SCCSL is given notices, the failure continues for 1 month. ● SCCSL can terminate where PTBC does not pay SCCSL or PTBC acts in a way to prevent SCCSL from carrying out its obligations and it has given the PTBC 	Clause 12 (BC) and Clause 13 (Facilities) Either party may terminate the agreement by providing notice in writing to the other where there is breach (that is unremedied within 28 days), the other party is guilt of gross misconduct, convicted of an indictable offence or is liquidated. NB: the PBC has changed this clause and SCCSL would be willing to adopt the same position.

	not less than 1 months' notice.	
Code of Conduct	No code of conduct applying to Facilities Manager.	Schedule B Same code of conduct that applies to Body Corporate Manager applies to Facilities Manager.
Reporting (Facilities Only)	No current reporting requirement.	Schedule C New monthly reporting on 6 areas, with most of this information to be drawn from existing software and systems.

Kind Regards,

BROGAN WATLING

In-house Counsel

Email <u>brogan.watling@scove.com.au</u>

Main 07 5500 3333 | enquiries@scove.com.au

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Web <u>oursanctuarycove.com.au</u>

My working days are Monday, Tuesday, Thursday and Friday



SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD

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REPORTS FOR INFORMATION

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

Body Corporate Sanctuary Cove Principal & Primary Bodies Corporate

Committee Finance Sub-Committee

Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services

Date and Time of meeting

Thursday, 17 April 2025

Meeting Chaired by:

Mr Stephen Anderson

Meeting start time: 2:30 pm Meeting finish time: 3:30pm

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

N/A

APOLOGIES

N/A

BY INVITATION

Finance Manager Ms Mika Yanaka (MY)

Accounts Officer Carolyn Byham (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes

CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting for the PBC/PTBC held on 28 March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

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

2 Action Items

CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the Action Items for March 2025 as tabled.

Yes	5
No	0
Abstain	0

Notes:

MY working on 40yr plan SF cashflow, noted the plan assumes replacement of assets at the end of the effective life. Some assets would not be replaced but rather R&M works would be performed. Example would be the Harbour revetment.

MM & PK discussed 3% inflation rate

SA – A Class Water should be in Assetfinda, MY to confirm (Action)

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

Proposed by: The Chairperson RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 31 March 2025 as tabled. Abstain 0

Notes:

MY advised grounds & garden increase is due to TC Alfred cleanup.

MM asked about insurance, MY advised claims are limited and facilities are working on the claim, noting there are still works to be procured.

PK suggested monitoring Grounds & Garden as a resolution will be required before going over budget. MY & SF to monitor and advise. (Action)

SA queried Cleanaway budgeted amount, MY to confirm (Action)

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

4 PBC Actual v Budget Analysis		CARRIED
Proposed by: The Chairperson	Yes	5
RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as at 31 March 2025 as tabled.	No	0
<i>G</i> ,	Abstain	0

Notes:

MM suggested adding in/out columns

MY to produce a table of when levies are paid and advise % that is paid on time or before due date to assist with cashflow for PBC Levy payments. (Action) Discussion re Budget approvals – MY to discuss with Brogan if formal approval can be achieved by August. (Action)

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

5 PBC Legal/Consultant Costs Summary

Proposed by: The Chairperson

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

Yes	5
No	0
Abstain	0

CARRIED

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

6 PTBC Financial Statements

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 31 March 2025 as tabled.

Yes	5
No	0
Abstain	0

CARRIED

Notes:

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

7 PTBC Actual v Budget Analysis

CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 31 March 2025 as tabled.

Yes	5
No	0
Abstain	0

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

8 PTBC Legal/Consultant Cost	s Summary	/			CARRIED
Proposed by: The Chairperson			Yes	5	
RESOLVED That the FSC notes there wa date period to 31 March 2025 at the er			- '	No	0
				Abstain	0
MEMBER		Yes	No		Abstain
Mr Stephen Anderson		✓			
Mr Mick McDonald		✓			
Mr Paul Kernaghan		✓			
Mr Robert Hare		✓			
Mr Tony McGinty		✓			
9 Date of Next Meeting					CARRIED
Proposed by: The Chairperson				Yes	5
RESOLVED That the date of the next FS 14:30.	C Meeting	will be Thursday,	15 May 2025 at	No	0
11.30.				Abstain	0
MEMBER		Yes	No		\ \bstain
Mr Stephen Anderson		✓			
Mr Mick McDonald		✓			
Mr Paul Kernaghan		✓			
Mr Robert Hare		✓			
Mr Tony McGinty		✓			
GENERAL BUSINESS n/a Chairperson:					
1					

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

Body Corporate Sanctuary Cove Principal & Primary Bodies Corporate

Committee Finance Sub-Committee

Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services

Date and Time of meeting

Thursday, 15 May 2025

Meeting Chaired by:

Mr Stephen Anderson

Meeting start time: 2:30 pm Meeting finish time: 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.

 Yes
 4

 No
 0

 Abstain
 0

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

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

3 PBC Financial Statements Proposed by: The Chairperson RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 17 April 2025 as tabled. Abstain O CARRIED Yes 4 No 0 Abstain O

Notes:

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

 $MY - 2^{nd}$ 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
Proposed by: The Chairperson	Yes	4
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.	No	0
	Abstain	0

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	✓		

Froposed by: The Chairperson RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled. No O Abstain O

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
Proposed by: The Chairperson 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:		4
		0
		0

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

7	PTBC Actual v Budget Analysis		CARRIED
Proposed by: The Chairperson RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 17 April 2025 as tabled.		Yes	4
		No	0
		Abstain	0

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	✓		

PTBC Legal/Consultant Costs Summary				CARRIED	
Proposed by: The Chairperson			Yes	4	
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.			No	0	
				0	
MEMBER	Yes	No	Al	ostain	
Mr Stephen Anderson	✓				
Mr Mick McDonald	✓				
Mr Paul Kernaghan	✓				
Mr Robert Hare	✓				
	✓				
9 Date of Next Meeting Proposed by: The Chairperson Yes 4					
RESOLVED That the date of the next FSC Meeting will be Thursday, 19 June 2025 at 14:30.				0	
			Abstain	0	
MEMBER	Yes	No	Abstain		
Mr Stephen Anderson	✓				
Mr Mick McDonald	✓				
Mr Paul Kernaghan	✓				
Mr Robert Hare	✓				
GENERAL BUSINESS n/a					

Chairperson:

OPERATIONS REPORT - MAY 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

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

Valet Services (Mayl 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
Total	47	\$2,917.00	42	\$3,469.00	247	\$19,243.00

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 annuum 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
YTD 2025	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
% Current YTD	79.36%	17.19%	2.71%	0.61%	0.10%	0.03%	100.0%
Mar 2024	27,942	6,144	490	238	39	13	34,866
Apr 2024	28,503	5,863	488	254	26	6	35,140
May 2024	31,239	6,355	905	209	24	6	38,738
% Current MM	80.64%	16.40%	2.34%	0.54%	0.06%	0.02%	100.0%

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
TOTAL	44	47	44	51

Marine Patrols

There were 498 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 0 dayshifts and 0 nightshifts.
- b) 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
Total Patrols	0	498	498
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:

- a) 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
1,151	1,131
275	295
1,426	1,426
5,092	5,617
5,719	4,998
10,811	10,615
439	441
119	120
2473	2492
	1,151 275 1,426 5,092 5,719 10,811 439 119

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 for all current information instead of SharePoint. If you are having trouble logging in, please reach out to 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.

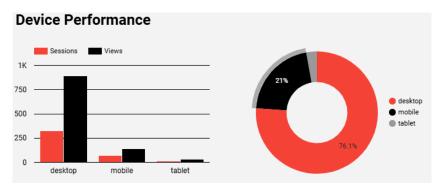
Website Traffic Overview - May 2025

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





Legal Expenses

	2023-24	2024-25	
Reason for Legal	Previous	Committed	Cumulative
DCBL Compliance	18,617.25	10,844.27	29,461.52
Section 56	24,898.60		24,898.60
RZABL Compliance	10,004.50		10,004.50
RZABL Compliance	11,625.62		11,625.62
QCAT Buttner & Cost		6,078.05	
assessment			
Advice of FTTH		14,245.00	
	65,145.97	31,167.32	75,990.24
		63,660.00	
		32,492.68	
	DCBL Compliance Section 56 RZABL Compliance RZABL Compliance QCAT Buttner & Cost assessment	Reason for Legal DCBL Compliance 18,617.25 Section 56 24,898.60 RZABL Compliance 10,004.50 RZABL Compliance 11,625.62 QCAT Buttner & Cost assessment Advice of FTTH	Reason for Legal Previous Committed DCBL Compliance 18,617.25 10,844.27 Section 56 24,898.60 RZABL Compliance 10,004.50 RZABL Compliance 11,625.62 QCAT Buttner & Cost assessment 6,078.05 Advice of FTTH 14,245.00 65,145.97 31,167.32

FACILITIES SERVICES

OPERATIONS REPORT - MAY 2025

After Hours call outs

Date	PBC Emergency Repair
18 th May	Pump station 12 – Electrical fault

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

EOI – Residential Task force appointments

Contractor Six (6) Monthly Review

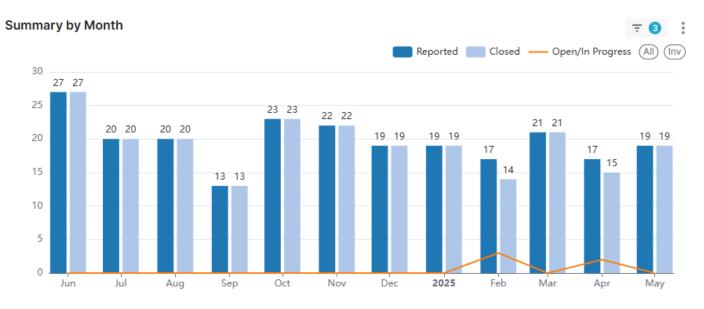
Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping					✓							
Landscaping					✓							
Waste and Recycling					✓							

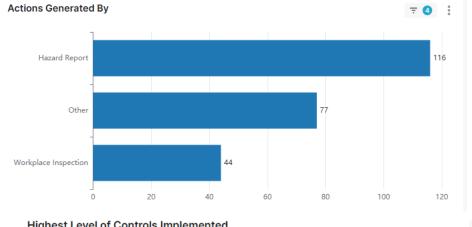
Contractor Key Performance Indicators

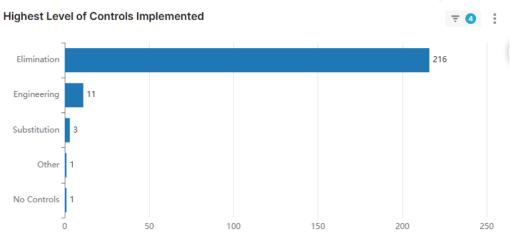
Landscape Solutions	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
1. Quality of Standard - 11/11	8	7	9	9	7	8	9
2. Complaint/Compliment - Maximum of 5 complaints per month	3	9	5	0	0	0	1
3. Response and Repair timeframes (Work Requests)							
P1	100%	100%	100%	100%	100%	100%	100%
P2	100%	100%	100%	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%
A Description of Compliance	100%	100%	100%	100%	100%	100%	100%
4. Document Compliance	10076	10070	10070	10070	10070	10070	10070

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.

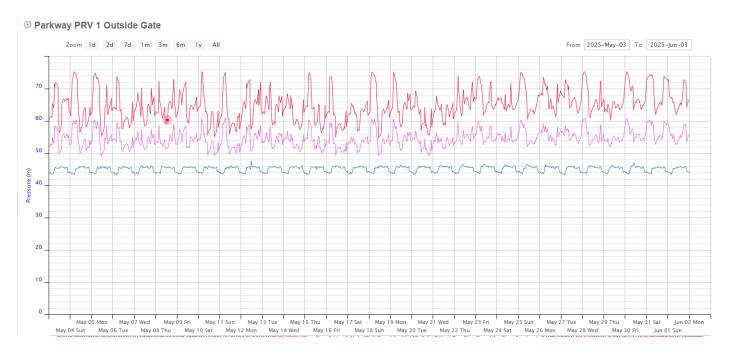




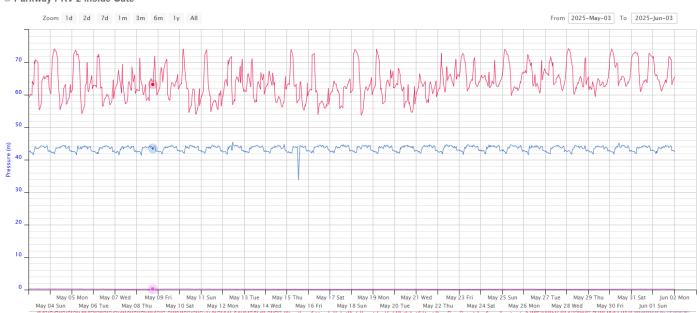


Water Management

PRV 1



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.

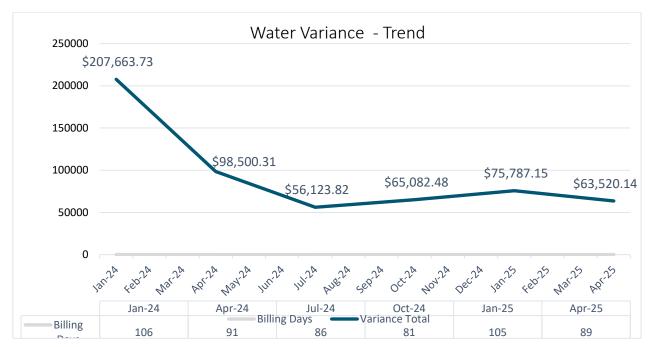
Water Loss/Leaks

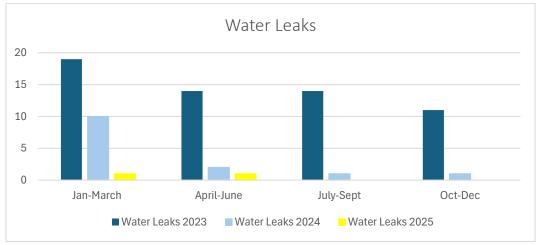
The implementation and commissioning of the Pressure Management System have led to a significant reduction in water leaks across the site. Consequently, the variance between the charges from GCCC and the amounts we charge out has decreased substantially.

Aquaannalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kL/m³/year (approximately 33,000 kL per quarter) for Sanctuary Cove, calculated using International Water Association (IWA) formulas.

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

Both are well below the acceptable UARL level.





Water Billing

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

Sinking Fund Projects FY2025

	Projects	Budgeted FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	End Date - Estim
Bridges PBC					· ·		
Electrical Lights PBC	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	Completed		
	Replacement as per AF	\$ 706.00	\$ 1.000.00	\$ -	NYS		
- ' '	Spare parts – may not be required	i i	\$ 40,000.00	\$ -	NYS		
FTTH_PBC	ONU & Security/PABX system upgrade	\$ 40,000.00	TBA	\$ -	EOI	Ongoing	Ongoing
Harbour_PBC (including	, , , , , , , , , , , , , , , , , , , ,		10/1	7	201	Ongoing	Ongoing
revetment walls	Rectification of timber walkways/jetty's	\$ 45,000.00	\$ 45,000.00	¢ .	NYS	June	August
Hydraulic & Electrical Supplies				<u> </u>			<u> </u>
Tryuraunc & Electrical Supplies				1		1	
					Scope of Works - Project		
					considerations tabled for	July/August	October
					June PBC EC	July/August	October
Industrian Control BBC (In A Classication	Construction Construction	\$ 200,000,00	¢ 200,000,00	<u></u>	June PBC EC		
Irrigation_Control_PBC (inc A Class water)		\$ 200,000.00	\$ 200,000.00				
Irrigation_Mains_PBC Irrigation_Valves_PBC							
		ļ\$ -	\$ 30,000.00	\$ -	Assocition Advilation	ll.	August
Kerb_PBC	Village Gates (not yet complete - Yr 1)	-		,	Awaiting Mulpha	July	August
Landscape_PBC	LMP Phase 2/3	ا محمد معا	\$ 181,131.39		Ongoing		
(including parks and playgounds)	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 130,000.00	'	Seeking Quotations	June	August
	Darwinia Park upgrade		\$ 33,876.61		In progress	-	-
	Pump Station access lid upgrades	ا	\$ 55,395.00	•	Approved	June	July/Augus
Pumps_PBC	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00		NYS	August	October
	Building Management System		\$ 150,000.00		Approved	June	August
Reports			\$ 50,000.00	· '	NYS		
Roads_PBC (including parking)	Schotia Island Intersection upgrade		\$ 285,000.00		Scope of Works	July	October
	Remaining Paving - Stage 4 Village Gate	\$ -	\$ 50,000.00	'	Awaiting Mulpha	July	August
	CCTV servers upgrade - Stage 3	\$ 150,000.00	\$ 170,000.00		Seeking Quotations	July	-
(including alarm monitoring)	Jacques Gate Intercom upgrade	+ =====================================	\$ 65,000.00		Seeking Quotations	July	-
Stormwater_Line_PBC	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	June	August
Stormwater_Point_PBC							
Switchboard_Meter_PBC							
					In progress - Remaining		
					works scheduled -	May	June
Wall_Fences_PBC	PRV Fence	,	\$ 13,630.00	\$ -	12/06/2025		
(including gates)		-			In progress - Remaining		
					works scheduled -	-	June
	Roystonia Boom		\$ 24,132.85	\$ 10,699.95	03/06/2025		
Wastewater_Line_PBC		•	, , , , , , , , , , , , , , , , , , , ,		, ,		
Wastewater_MH_PB0							
Wastewater_RM_PB0							
Water Lines PBC	Marine Drive North Mainline replacement	\$ 1,000,000.00	\$ -	\$ -		No Longer Required	
	Sluice Valve Replacements Fire Hydrant Replacements	, , , , , , , , , , , , , , , , , , , ,	\$ 50,000.00		NYS	August	October
Water_Point_PBC	Fire Hydrant Replacements	\$ 250,000.00	\$ 50,000.00		NYS	August	October
(includes sluice valves, fire hydrants, water meters)	83 Residential Water meter replacements	† ·	\$ 80,000.00	· ·	NYS	July	September
WW_H_Connection_PBC			Ç 00,000.00	Y	1413	July	September

PTBC	Projects	Total Spend - Budgeted	Total Spend - NYC	Actual Spend - To date	Status/Comment	Start Date - Estimate	Start Date - Estimate
Bridges_P	BC						
Buildings _ P	BC Security Roundhouse - A/C Replacement	\$ 6,625.00	\$ 6,625.00	\$ -	Approved	June	June
Electrical_Lights_P	BC Replacement end of life assest	\$ 20,990.00	\$ 50,000.00	\$ 10,500.00	In progress		
Facilities Equipment_P	BC						
FTTH_I	ВС						
Harbour_PTBC (including revetment wa	ls)						
Hydraulic & Electrical Supp	ies						
Irrigation_Control_PTBC (inc A Class wat	er)						
Irrigation_Mains_P	ВС						
Irrigation_Valves_P	ВС						
Kerb_P	BC MDN entry Repairs	\$ -	\$ 20,000.00	\$ -	NYS	June	July
Landscape_PTBC (includ	LMP Upgrades	ć 75.000.00	ć 50,000,00	ć	NIVC	0	0
parks and playgoun	ds)	\$ 75,000.00	\$ 50,000.00	\$ -	NYS	Ongoing	Ongoing
Path_P	ВС						
Pumps P	Contingency Pump Station 18	\$ 10,000.00	-	\$ -	NYS		
Pumps_P	Building Management System	5 10,000.00	\$ 10,000.00		Awaiting Approval	June	August
Repo	rts	\$ 20,000.00	\$ 20,000.00	\$ -	NYS		
Roads_PTBC (including parki	ng)						
Security_System_P	BC Camera Replacements CCTV Stage 3	\$ 38,522.00	\$ -	\$ -		Postponed	
Stormwater_Line_P	ВС						
Stormwater_Point_P	ВС						
Switchboard_Meter_P	BC Switchboard Upgrades	\$ 18,150.00	\$ 18,150.00	\$ -	NYS	-	-
Wall_Fences_PTBC (including gat	es)						
Wastewater_Line_P	ВС						
Wastewater_MH_P	ВС						
Wastewater_RM_P	ВС						
Water_Lines_P	ВС						
Water_Point_P	BC Sluice Valve Replacements		\$ 19,350.50	ė	NYS	August	Octobor
(includes sluice valves, fire hydrants, wa	ter	\$ 38,701.20	φ 19,350.50	· -	NY5	August	October
mete	rs) Fire Hydrant Replacements]	\$ 19,350.70	\$ -	NYS	August	October
WW_H_Connection_P	BC						
New Asset - Facilities Compo	nd						
New Asset - Rotary Memo	rial						
	Total	\$ 227,988.20	\$ 213,476.20	\$ 10,500.00			
· · · · · · · · · · · · · · · · · · ·	<u> </u>	· · · · · · · · · · · · · · · · · · ·					



#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
95	09/19	Village Gate	FM	 Gates structure and design, the mirror image of the Pines. 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed. 30/09/24 Temp Road closure for approx. 1 month. Extended to June 2025, New Gated to be installed. Updated date for remainder of works – end July 	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	NO action taken – future project	ON HOLD
101	08/22	A Class Water	GM	 With CBP Lawyers, dispute with work and expenditure outstanding. Deed of Settlement agreed on Energex civil works completed. Scope to finalise project is currently being defined 	ONGOING
102	03/23	Safety concerns Boulevard pathway - risk	FM	 Review timing of addressing potential hazards on each side of the Boulevard pathway Mulching has been undertaken; the remainder of works will be undertaken when time permits. Works in progress – Installing new field inlet pit surrounds and grates, with ground levels being raised to match. First 5 completed - awaiting next delivery of field inlet pit surrounds and grates. 	IN PROGRESS

As at 16 June 2025



104	02/23	Site wide water review	Golf	 Lake storage and stormwater runoff investigations to ascertain retention of stormwater. Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations. WO issued Further funding to conduct lake survey of depth approved. Teams meeting scheduled to present findings 26th June 	Commenced
105	02/25	Primary Thoroughfare into Secondary Thoroughfare	FM	PBC to commence Vardon lane (P/T) into secondary Thoroughfare.	ONGOING

Proxy form for Body Corporate meetings

. Building Units and Gr	oup Titles Act 1980
Section 1 – Body co	rporate secretary details
Name:	The Secretary
	C/- Sanctuary Cove Primary B/C, PO Box 15 SANCTUARY COVE, QLD, 4212
Section 2 – Authoris	sation
	ns set out a number of restrictions on the use of proxies, including an ability for the rther restrict their use including prohibition. If there is insufficient space, please attach
Name of own	er 1:
Signature:	Dated:/
Name of own	er 2:
Signature:	Dated:/
	prietor/s of the following Lot/s
Lot number/s:	Plan number:
Name of Body Corpo	rate:
SANCTUARY COVE PI hereby appoint,	RIMARY
Proxy (full name):	
	ote on my/our behalf (including adjournments) at (please tick one) corporate meeting to be held on//
	orporate meetings held before/ (expiry date)
	corporate meetings held during the rest of the body corporate's
financial y	ear 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 ho	older: Dated: //
Residential address:	
Suburb:	State: Postcode:
Doctol addrace:	

Suburb: Postcode: