



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 17 July 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 12th June 2025
 2. Approval of PBC EC VOC Minutes 10th July 2025
 3. Approval of ARC Report 7th July 2025
 4. Approval to lodge an application to referee for compliance with RZABs for Lot 106

7. Correspondence For Information

No	Date	From	To	Regarding
1.	2/06/2025	Project Leader Governance Review - Simone Hoyle	PBC	Update on PBC Governance Improvement Plan & Liaison Group
2.	2/06/2025	Facilities Manager SCCSL	PBC	Sanctuary Greens Update

3.	23/06/2025	Banksia Lakes Resident	PBC	Recurring Golf Ball danger
4.	9/07/2025	PBC Secretary	PBC	Re-Nomination of Stuart Shakespeare as PBC Nominee Director to SCCSL
5.	9/07/2025	PBC Secretary	PBC	SHA Amendment

8. Correspondence For Action

No	Date	From	To	Regarding
1.	22/4/2025	Qld Revenue Office	PBC	Land Tax
2.	19/6/2025	Taymardan	PBC	Further Letterbox Drop Information
3.	7/07/2025	Bauhinia Resident	PBC	Fee for PBC record
4.	July 2025	Darwinia MN	PBC	Planter box on PBC land

9. Reports For Information

No	Date	From	To	Regarding
1.	April 2025	SCCSL	PBC EC	Ops Report
2.	17 April 2025	FSC	PBC EC	FSC Minutes & Report
3.	April/May 2025	Compliance	PBC EC	Compliance Report
4.	April 2025	SCCSL	PBC EC	Matters In Progress

10. General Business:

10.1 RZABL Amendment - Moored vessels

10.2 FTTH Discussion

10.3 Re-Nomination of Stuart Shakespeare as PBC Nominee Director to SCCSL

10.4 Amendment to Clause 5.11 of the SCCSL Shareholders Agreement

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 17 July 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	Body Corporate - Approval of Previous Minutes 12th June 2025 (Agenda Item 6.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PBC Executive Committee Meeting held on 12th June 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	Approval of PBC EC VOC Minutes 10th July 2025 (Agenda Item 6.2)	Ordinary Resolution
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Submitted by Committee

THAT the Minutes of the PBC Executive Committee VOC Meeting held on 10th July 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

3

Approval of ARC Report 7th July 2025 (Agenda Item 6.3)**Ordinary Resolution**

Submitted by Committee

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 7th July 2025.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 7th July 2025.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 7th July 2025.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 7th July 2025.

Yes ☐No ☐Abstain ☐

4

Approval to lodge an application to referee for compliance with RZABs for Lot 106 (Agenda Item 6.4)**Ordinary Resolution**

Submitted by Committee

THAT the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the owners of Lot 106 Plumeria comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

Yes ☐No ☐Abstain ☐

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. 20250612 PBC EC Minutes**
- 3. Motion 2. 20250710 PBC EC VOC minutes Electricity**
- 4. DRAFT Stage 1 ARC Minutes 20250707**
- 5. Motion 4. PBC Compliance Report - June 2025**
- 6. CORRO FOR INFORMATION**
- 7. CFI 1. PBC Governance Liaison Group Draft Charter 31th May 2025 v1**
- 8. CFI 1. PBC Governance Improvement Process Flow Draft June 2025 rev1 (003)**
- 9. CFI 2. Sanctuary Greens - PBC EC - V2**
- 10. CFI 3. Re_ Recurring errant golf ball danger!**
- 11. CFI 4. ReNomination_Stuart_Shakespeare_SCCSL_Director**
- 12. CFI 5. SHA Amendment**
- 13. CORRO FOR ACTION**
- 14. CFA 1. Land Tax 2025**
- 15. CFA 1. QLD Revenue Office**
- 16. CFA 2. Re_ Letterbox Drops**
- 17. CFA 2. Fw_ Unaddressed mail into Sanctuary Cove**
- 18. CFA 2. To PBC Committee**
- 19. CFA 2. Update on Proposal to deliver unaddressed mail into Sanctuary Cove**
- 20. CFA 3. Correspondence regarding Security Camera**
- 21. CFA 4. Darwinia - PBC EGM Motion and Explanatory note (word document)**
- 22. CFA 4. Darwinia 1932 Pinehurst - PBC EGM information**

23. REPORTS FOR INFORMATION

24. DRAFT Ops Report June 2025

25. FSC Minutes 20250619 - PBCPTBC

26. EC May 2025_PBC_PTBC FSC Pack

27. PBC MIP 20250707

28. 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 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.....

Minutes of the Vote Outside Committee Meeting

Body Corporate for PBC EC 202

Meeting Date	10 Jul 2025		
Date Notices Sent	08 Jul 2025		
Due by Date	10 Jul 2025		
Committee Members	Chairperson	Stuart Shakespeare	Electronic vote
	Treasurer	Paul Kernaghan	Electronic vote
	Secretary	Cheryl McBride	Electronic vote
	Ordinary Member	Mark Winfield	Electronic vote
	Ordinary Member	Dianne Taylor	Electronic vote

Motion 1
Approval of the engagement of electricity services consultant to undertake a no-cost review
Ordinary Resolution

THAT the PBC Executive Committee approves the engagement of a professional electricity services consultant to undertake a no-cost review of the PBC's current electricity arrangements. The review will include, but not be limited to:

- Collection and analysis of usage and billing data
- Review and optimisation of network tariffs
- Review of current supply contracts
- Market-based procurement of competitive electricity offers through a formal tender process
- Invoice validation
- Reporting of findings and recommendations to the Committee

Executive Summary: The PBC spent \$101,000 on the supply of electricity with Origin up until 31st May 2025, with a forecast spend for the FY2025 year being \$191,000. The benefits on the PBC engaging a consultant include:

- Consultants conduct a full market tender, accessing a wide panel of energy retailers and increases the likelihood of securing the lowest available rates.
- Savings via tariff optimisation as the consultants will assess and reclassify network tariffs if beneficial.
- Expert advice to review invoices and detection errors and ensure that the PBC is only paying for what it uses.
- Strategic advice when energy prices can be volatile in the current market. Consultants advise on optimal contract timing and structure the tender to lock in favourable rates.
- The consultant will handle tender documentation, contract preparation, and reporting thus minimising risks of misinterpreting energy contracts or regulatory obligations.

Both consultants offer optional advice on solar integration and future-proofing energy strategies.

Motion CARRIED.
VOTES

Yes : 5

No: 0

Abs: 0

Inv: 0

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

Motion 1 Alternatives				
Alternatives for Approval of the engagement of electricity services consultant to undertake a no-cost review		Motion Alternatives		
THAT the Committee resolves to appoint one of the following service providers to undertake this review, based on the attached proposals:				
<p>(Option A) Leading Edge Energy, a national provider who will tender out to a broad panel of energy retailers, provide invoice validation, monthly and annual reports, tariff optimisation, and contract preparation. Their services are offered at no cost to the PBC, with fees recovered via commissions from retailers and metering providers; or</p> <p>(Option B) Hum Energy, a local provider who offer a comprehensive service including energy procurement, tariff analysis, embedded network advice, and access to an online electricity reporting portal. Their services also come at no upfront cost to the PBC, with remuneration obtained via commissions from retailers and metering providers.</p>				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 4	B: 1		Inv: 0

Members Name	A	B
Brian Earp		
Paul Kernaghan	X	
Stuart Shakespeare	X	
Dianne Taylor		X
Mark Winfield	X	
Cheryl McBride	X	
Tony McGinty		

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, 7 July 2025

Meeting chaired by: Mr John Venn

Meeting Start Time: 8:58am **Finish Time:** 9:48am

Attendance

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

Chairperson	Mr John Venn (JV)
Ordinary	Mr Paul Lynam (PL)
Ordinary	Mr Peter Ginn (PG)
Ordinary	Mr Craig Eccles (CE)

Present by Invitation:

Non - Voting	Mr Michael Jullian (MJ)	Executive Architect
Non - Voting	Mrs Caitlin Coombridge (CC)	Building Approvals Manager
Non - Voting	Miss Bianca Naicker (BN)	Compliance Officer/Building Approvals Assistant
Non - Voting	Mrs Brogan Walting (BW)	In House Council (to discuss Business Arising 4.5 only)

Apologies

Ordinary	Mr Stuart Shakespeare (SS)
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Conflict of Interest

Michael Jullian – an architect from his company drafted up the plans for 5704 Observation Crescent and provided some feedback on the proposed drawings

Meeting Recorded

No

BUSINESS ARISING

4.2 5201 Marine Drive West – Front Fence Plans

CC provided background information on the matter for the Committee's reference. The Committee reviewed the As-Constructed plans and confirmed that the front fence is compliant with the Development Control By-Laws.

4.3 6254/6256 Broken Hills Drive – Proposed Construction on Vacant Lot

The Committee reviewed the correspondence received in conjunction with the Development Control By-Laws. It was agreed that should the applicant submit an application for 6256 Broken Hills Drive proposing a modest residence and tennis court that complies with all applicable setbacks, height controls, and other relevant requirements, the application would be given due consideration.

4.4 5328 Marine Drive North – Exterior Tiling

Committee confirmed that they had no objections to the tiling being installed around the pool and along the pathway to the inside of the front gate. CC to provide the applicant with an updated Decision Notice.

4.5 5223 & 5224 Bay Hill Terrace – Fence Extension Dispute

JV provided background information on the matter for the Committee's reference. Due to the complexity of the issue, BW joined the meeting to provide guidance to the Committee.

It was determined that, as the documentation for the proposed fence extension lacked information, CC is to write to the applicant (Warrick Keene) requesting the following additional information:

- Confirmation of the intended material and colour of the fence;
- Identification of the proposed fence location on the survey plan.

The Committee also discussed whether the existing hedge could be considered a sufficient dividing fence in accordance with the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011. CC is to provide an update to the neighbouring owner (Martin Hale) outlining the ARC's position and the next steps in the assessment process.

4.6 5697 Anchorage Terrace – Revised LOS Plans

The Committee reviewed the submitted documentation and confirmed that the plans comply with the requested 10% relaxation to the Landscape Open Space requirement. In addition to the approval, JV requested that the definition of LOS in the Stage 1 DCBL be reviewed at an appropriate time in order to clarify the Intent of LOS and the dimensional criteria relevant to inclusions such as internal space, spaces not visible to the streetscape and others that do not contribute in any material way to the Intent.

MOTIONS

1 **ARC Minutes of Previous Meeting** **CARRIED**

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 2 June 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	4
No	0
Abstain	0

2 **4621 The Parkway, Lot 9 Cassia** **CARRIED**

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Major Alterations application at 4621 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. **Stormwater Connection** – to be connected to a legal point of discharge; and
2. **Garden Shed** – blockwork facing the side boundary is to be rendered to match the finish of the main dwelling.

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

Yes	4
No	0
Abstain	0

3 5704 Observation Crescent, Lot 12 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Major Alterations application at 5704 Observation Crescent be approved by the Principal Body Corporate (PBC) subject to:

1. **Stormwater Connection** – to be connected to a legal point of discharge

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

- Lot Coverage
- Thoroughfare Building Line

Yes	4
No	0
Abstain	0

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

4 1043 Edgecliff Drive, Lot 58 Tristania CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Pontoon application at 1043 Edgecliff Drive be approved by the Principal Body Corporate (PBC).

Yes	4
No	0
Abstain	0

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

5 5294 Marine Drive North, Lot 77 Roystonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Driveway application at 5294 Marine Drive North be approved by the Principal Body Corporate (PBC) subject to:

1. The driveway conduit being maintained to enable irrigation to service the Secondary Thoroughfare.

Yes	4
No	0
Abstain	0

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

6 4835 The Parkway, Lot 167 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Front Fence application at 4835 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. Tree root protection measures are to be implemented to prevent damage to the fence. These measures should also have due regard for the health and ongoing survival of the spreading tree.

Yes	4
No	0
Abstain	0

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

7 ARC Chairperson / Building Approvals Officer recommendations – ending 30 June 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 30 June 2025.

Yes	4
No	0
Abstain	0

- 1. 5234 Bay Hill Terrace, Lot 82 Colvillia**
Release of Compliance Agreement Fee – Garage Extension
- 2. 8021 Key Waters, Lot 13 Harpullia**
Application for Minor Cosmetic Works
- 3. 6322 Horizon Court, Lot 118 Araucaria**
Release of Compliance Agreement Fee – Buggy Carport
- 4. 6276 Spyglass Hill, Lot 95 Araucaria**
Release of Compliance Agreement Fee – Patio
- 5. 4668 The Parkway, Lot 90 Washingtonia**
Release of Compliance Agreement Fee – Exterior Paint
- 6. 4647 The Parkway, Lot 87 Cassia**
Release of Compliance Agreement Fee – Pergola

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

8 ARC Recommendation to the PBC – 7 July 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 7 July 2025.

Yes	4
No	0
Abstain	0

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

OTHER MATTERS/GENERAL BUSINESS

6.1 Building Approvals Process

The Committee noted the correspondence from the owner of 8021 Key Waters outlining the timeline for the approval of their minor cosmetic works. CC advised that an internal review of procedures is currently underway, and the matter will be tabled with the Committee upon its completion.

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 Defects within the resort.

Fourteen Matters were given top priority, as they represent the instances where no response has been received and no corrective action has been taken, despite multiple notices, phone calls and email correspondence being issued to the respective lot owners.

On 12 June 2025, a motion was presented to the PBC to lodge fourteen applications with QCAT, seeking orders for proprietors within the resort to comply with DCBLs 2.16 and 2.18.

It was determined that the motion will be placed on hold pending future amendments to the RZABLS, which will include alarm system compliance.

In the meantime, Body Corporate and Security will continue to enforce the existing DCBLs until the updated RZABLS have been formally gazetted.

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. 8032 Key Waters, Lot 24 Harpullia

- Application to Referee submitted on 30 April 2025.
- Email sent to all Harpullia lot owners on 12 May 2025 requesting for submissions to be made to the Office of Commissioner.
- Matter is currently in progress by Referee. No further communication has been received.

2. 1046 Edgecliff Place, Lot 61 Tristania

- Motion passed by PBC on 10 April 2025 to submit application to Referee.
- On 1 May 2025 final site inspection was conducted, and rectification had started to take place.
- Weekly monitoring has taken place, to ensure the works are being completed.



1. 7085 Keyside Close, Lot 106 Plumeria – RZABL 3.1 (a) Repair and Maintenance

Background

1st Notice – 12 December 2024

- First Notice was issued requesting for stained rendering on the side boundary fence and principal structure be cleaned and/or repainted. A period of 30 days was given to rectify the matter. No communication received, nor works completed.

2nd Notice – 31 January 2025

- Second Notice was issued requesting for stained rendering on the side boundary fence and principal structure be cleaned and/or repainted. A further period of 30 days was given to rectify the matter. No communication received, nor works completed.

3rd Notice – 26 February 2025

- Third and Final Notice was issued advising the proprietors that the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence nor action was taken by the owners.

Distribution: PBC

MOTION That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 106 Plumeria comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

RESOLVED



**CORRESPONDENCE
FOR INFORMATION**

Charter – PBC Governance Improvement Plan Liaison Group

May 2025

Purpose and Role

The PBC Governance Liaison Group acts as an advisory group and thought partner, supporting the Sanctuary Cove Principal Body Corporate (PBC) governance improvement project plan. The group provides advice, feedback, and practical recommendations to help achieve better governance outcomes.

Objectives

- Share practical governance insights, lived experiences and best thinking.
- Progression from governance plan to implementation.
- Identify governance issues, risks and mitigation actions.
- Enhance stakeholder transparency and trust.
- Support engagement across the PBC and RBCs.

Responsibilities

- Review and provide input on key governance documents relating to policies, procedures and frameworks.
- Recommend improvements to risk and compliance frameworks.
- Provide input on structured communication and change management initiatives.

Deliverables

- Review key governance documents and provide consolidated feedback
- Contribute input for governance progress reports and updates
- Provide guidance to inform development of the Governance Manual

Membership

Peter Cohen, Hugh Martin, Maria Forgione, Cheryl McBride, Simone Hoyle (PBC Governance Project Lead)
Additional Advisors – Cynthia Gillespie, Cassie McAuliffe (Operational Matters)

Operating Principles

- Operate collaboratively with respectful, constructive dialogue.
- Provide clear, practical input with key considerations from Directors Australia 'best fit' model.
- Help drive timely implementation of governance actions.

Meetings & Time Allocated

- Frequency: As required, it is likely to be 1-2 hours per week.
- Format: via email, in person, virtual, based on availability.
- Documentation: Brief minutes will be captured; outcomes shared at monthly PBC/ EC meetings.

Review

The Charter will be reviewed annually to ensure ongoing relevance.

PBC Governance Improvement Plan:

Process Flow: From Initiation to Implementation

2nd June 2025

1. Initiation & Discovery

- **Lead:** Governance Project Lead (GPL)
- **Purpose:** Alignment with governance blueprint recommendations.
- **Inputs:**
 - Governance Improvement Plan Actions & Blueprint recommendations
 - Previous document revisions
 - What's working / not working in current practices
 - GILG and stakeholder sharing suggestions and lived experience
 - Known risks or compliance gaps
- **Outputs:**
 - Document purpose, rationale, and alignment with SCRA/BUGTA/by-laws
 - Define "what success looks like"
 - Preliminary scope statement
- **Governance Improvement Liaison Group (GILG):**
 - Contributes lived experience and known issues/challenges
 - Flags key implementation risks or stakeholder concerns

2. Define Objectives & Scope

- **Lead:** GPL & Key stakeholders identified in Governance Improvement Action Plan
- **Outputs:**
 - Clear document objectives
 - Defined audience, use cases, success measures
 - Compliance anchors and links to other governance artefacts
- **GILG:**
 - Reviews early scope and success criteria
 - Advises on clarity, relevance, and impact

3. Drafting

- **Lead:** GPL & Key stakeholders identified in Governance Improvement Action Plan
- **Outputs:**
 - Draft policy or governance document (ToR, role statement, protocol, etc.)
 - Summary sheet with purpose, scope, and link to governance improvement blueprint
- **GILG:**
 - Early review of initial draft for content, tone and direction

4. Governance Improvement Liaison Group Review

- **Lead:** GPL
- **Outputs:**
 - Revised draft with feedback integrated
- **GILG Role:**
 - Formal structured review
 - Suggest improvements, alignment with practice, and risks

5. Legal Review (If Applicable)

- **Trigger:** Required for documents with statutory, contractual, or liability implications
- **Lead:** Company Legal or external legal advisor
- **Outputs:**
 - Confirmation of compliance
 - Risk adjustments as needed
- **GILG:**
 - Input from members with expertise in this area, clarify governance intent

6. Executive Committee Review

- **Lead:** GPL presents draft to PBC EC
- **Outputs:**
 - EC feedback, questions, or endorsement
 - Recommendation to move to PBC motion or return for refinement
- **GILG:**
 - Clarify or support rationale if requested

7. Finalisation

- **Lead:** GPL & Key Stakeholder identified in Governance Improvement Action Plan
- **Outputs:**
 - Complete any necessary changes
 - Explanatory note and summary for PBC motion and RBC Communication
- **GILG**
 - Share final draft with GILC and input in suggested wording of PBC Motion

8. PBC Motion for Approval

- **Lead:** PBC Secretary & GPL
- **Outputs:**
 - Document included in agenda papers
 - Motion wording finalised
 - Formal PBC approval recorded, or further review required prior to re-submitting motion.

9. Implementation & Communication

- **Lead:** GPL + PBC Comms Support
- **Outputs:**
 - Policy included in Governance Manual, SC App, or distributed
 - Change management and executing communication plan
 - stakeholder messaging delivered
 - RBC Communication Messages
- **GILG:**
 - May assist with FAQs, messaging tone, or resident clarity

10. Monitoring, Review & Continuous Improvement

- **Lead:** Document owner (e.g. PBC Secretary or Committee Chair), IGA
- **Outputs:**
 - Amendments log, next review date, user feedback loop
- **GILG:**
 - Identifies issues-in-use, requests for clarification, recommends scheduled or event-driven review

Governance Improvement Liaison Group Involvement: Summary

Stage	Governance Improvement Liaison Group (GILG) Role
1. Initiation & Discovery	Contributes lived experience and feedback on what's working/not; flags known risks or stakeholder concerns.
2. Define Objectives & Scope	Reviews scope, objectives, compliance linkages and success criteria; advises on clarity and intended use.
3. Drafting	Provides early input on structure, tone, and practical wording; ensures alignment with real-world governance needs.
4. GILG Review	Participates in a formal review process; suggests improvements, clarifies risks, ensures relevance and usability.
5. Legal Review (if applicable)	Where members have relevant experience, they may clarify the governance intent or flag interpretive inconsistencies.
6. EC Review	Available to clarify background or rationale behind document intent; supports drafting of motion if requested.
7. Finalisation	Reviews final draft and may suggest refinements to communication notes or PBC motion wording.
8. PBC Motion for Approval	Input in messaging or clarification
9. Implementation & Communication	Assists with resident-focused messaging, tone of communications, FAQs, and clarity for broader stakeholder groups.
10. Monitoring & Continuous Improvement	Provides feedback based on document use; identifies emerging issues or recommends future revisions.

Acronym	Full Term
PBC	Principal Body Corporate
EC	Executive Committee (of the PBC)
RBC	Residential Body Corporate
MN	Member Nominee (PBC MN = a person nominated by an RBC to sit on the PBC)
PTBC	Principal Thoroughfare Body Corporate
SCCSL	Sanctuary Cove Community Services Ltd
SCBCS	Sanctuary Cove Body Corporate Services (administrative support provider)
GPL	Governance Project Lead
IGA	Independent Governance Advisory
GILG	Governance Improvement Liaison Group
ToR	Terms of Reference
CoC	Code of Conduct
AMA	Administration and Management Agreement
BUGTA	Building Units and Group Titles Act 1980 (Qld)
SCRA	Sanctuary Cove Resort Act
CSC	Contracts Sub-Committee
FSC	Finance Sub-Committee
CSR	Communications Support Role
SCGC	Sanctuary Cove Golf Club

Section	Details	Responsibility
Project Summary/Assumptions	<p>PBC to install new irrigation in Sanctuary Greens.</p> <ul style="list-style-type: none"> Where existing irrigation systems installed by lot owners are identified, these will be isolated and disconnected at the property boundary by the works contractor. If existing lot-owner irrigation infrastructure within the Secondary Thoroughfare is identified and subsequently damaged, the affected components will either be removed or, where practicable, left in situ. No reimbursement will be provided to lot owners for any impacted infrastructure. Any requests for water usage relief submitted by lot owners will be assessed on a case-by-case basis. 	PBC
Owner Notification	<ul style="list-style-type: none"> Management to assist the PBC EC to prepare and distribute formal communications to affected owners in Corymbia, Molinia, Zieria, and Darwinia, including indicative timelines and contact information for enquiries. 	PBC EC / SCCSL
Contingency	<ul style="list-style-type: none"> Due to uncertainties in the number of affected properties and the extent of existing infrastructure, which cannot be fully determined until works commence, a contingency greater than the standard 10% may need to be considered. Tenderers will be asked to provide a fixed schedule of rates per household/lot to assist in managing cost variability. 	SF
Actions		
1. Consultant Initial Review	Confirm exact area for design quoting.	SF / Consultant
2. Desktop Review	Review and collate individual property irrigation plans and conduit records, subject to availability.	SF
3. Seek Consultant Quote	Consultant to cover design, tender support, and project management.	SF / Consultant
4. Contractor Selection	Manage tender process, get quotes, and select contractor per PBC procurement rules.	SF / CSC / Consultant
5. Approvals and Contract Award	Seek approvals, then award contract.	SF / CSC / PBC
6. Installation and Commissioning	Coordinate works with minimal disruption, disconnect owner irrigation, test and commission new system.	SF / Consultant / Contractor
7. Ongoing Maintenance	Establish a maintenance schedule and allocate responsibility to the relevant facilities team members.	SF
8. Project Evaluation	Deliver a post-project report covering results and lessons learned.	SF / CSC

From: [Michael Gleave](#)
To: [PBC](#)
Subject: Re: Recurring errant golf ball danger!
Date: Monday, 7 July 2025 8:14:07 PM

Hi Jodie

Thanks for your help.

However, would you mind chasing the PBC chairperson or give me their e-mail address, as I've not even received an acknowledgement yet!

Whilst I realise it is golf course land, my main point for consideration is the fact that the golf club has to take some responsibility to minimise and manage errant balls, but they have, in fact, increased the likelihood of errant balls hitting us!

Kind regards

Michael Gleave

On 25 Jun 2025, at 11:12, PBC <pbcc@scove.com.au> wrote:

Hi Michael,

Thank you for your email. I have forwarded your email to the PBC Chairperson for consideration, however please understand this is golf course land not PBC.

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@scove.com.au

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

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

Web oursanctuarycove.com.au

<image001.png>

SANCTUARY COVE COMMUNITY SERVICES LIMITED

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From: Michael Gleave
Sent: Tuesday, 24 June 2025 10:19 AM
To: PBC <pbcc@scove.com.au>
Subject: Fwd: Recurring errant golf ball danger!

Dear Sirs

We live at Banksia Lakes Drive.

Please pass the this e mail to the relevant person in the PBC for consideration.

I don't believe that Paul has addressed my concerns.

I have already stated in my e-mail below that, by living on a golf course, we have to accept a degree of risk from errant balls.

I also stated that the golf club has a responsibility to manage the risk of errant balls and should take reasonable steps to prevent damage to residents property and people.

However, I was concerned that by doing what the landscaper did last week, our risk of being hit, or damage to our property, has been increased and therefore, the club is, in my opinion, NOT taking reasonable steps to prevent damage, it is removing them!

Rather than planting trees and shrubs, the club is removing them!
Surely it's not unreasonable of us to expect the club to do something about the increased risk they have created?

They could at least forward this correspondence to Mogford Golf Strategies, for them to consider doing something in their plans?

Please advise

Michael & Elaine Gleave

Begin forwarded message:

From: Paul Sanders
Subject: Re: Recurring errant golf ball danger!
Date: 23 June 2025 at 14:52:11 GMT+10
To: Michael Gleave
Cc: Ryan Gailey , Cameron Smith

Hi Michael

Thank you for your email.

I acknowledge your concerns regarding the recent landscape maintenance work near your property on Hole 1 of The Palms, and your ongoing dissatisfaction with errant golf balls entering your property.

The recent vegetation trimming and clearing was part of our routine winter course maintenance program and was carried out under the direction of our Golf Course Superintendent. This is and will continue to be undertaken on The Palms golf course during a period that we can make a notable difference on the landscape of the golf course.

As communicated to members, a landscape master plan is currently being developed for The Palms Golf Course by Crafter + Mogford Golf Strategies. This will provide a more detailed strategy for us to plan for and implement from the image of hole 1 (see below) that shows the high-level concept. I trust you will appreciate that capital projects such as this carry significant cost and need to be carefully planned prior to executing. Until this plan is finalised and implemented, interim landscape adjustments will continue where necessary for course integrity, visual presentation, and maintenance.

Your concerns about reduced vegetation acting as a barrier are noted. However, the Club does not and cannot guarantee that landscaping will serve as a fail-safe barrier to errant golf shots. While we take fair and reasonable precautions to minimise risk, living adjacent to an active golf course does involve a degree of assumed risk, which is a well-established and widely understood aspect of golf course property.

On the matter of golfer behaviour and competency, we have clear rules around etiquette and safety, and marshal activity supports these expectations. That said, the suggestion to vet all visiting players' handicaps is impractical and inconsistent with modern club operations. We will continue to reinforce responsible play, and your feedback regarding additional tee signage will be passed to the Golf Operations team for consideration.

I trust this provides clarity on the Club's position and the way forward.

<image002.png>

Kind regards

Paul Sanders
Chief Executive Officer
Sanctuary Cove Golf and Country Club Pty Ltd & Holdings Limited
PO Box 805 | Sanctuary Cove Qld 4212 | Australia
Tel: +61 7 5699 9000 | Fax: +61 7 5699 9099
Email:
Web: www.sanctuarycovegolf.com.au

Laura Liebenau | Executive Assistant to the Chief Executive Officer

Tel: +61 7 5699 9012

Email: [!](#)

<image003.png>

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From: Michael Gleave

Sent: Monday, 23 June 2025 10:27 AM

To: Paul Sanders

Cc: Ryan Gailey

Subject: Recurring errant golf ball danger!

Paul

We want to put on record another complaint re the above.

My wife and myself have complained previously to yourself and Ryan Gailey, including the time an errant ball smashed one of our windows, about the recurring issue with errant golf balls and the private nuisance to us.

On Thursday and Friday of last week, we noticed that the golf course landscaper, Ryan, had cut down and removed a lot of the branches and bushes that existed in the small copse at the back of our house on hole 1 of the Palms.

We are extremely concerned that what little protection we had from errant balls hitting us or our house, has been reduced yet further!

As we've said before, although we're worried about damage to our home, our biggest concern is an errant ball hitting one of our grandchildren when they are in the garden!

Now, so much protection has been removed that even I'm reluctant to venture outside to do any work on my garden and pool, let alone allow my grandchildren out there to play!

Following one of my e-mails back in September 2017 you stated, among other things:

In addition, a further consideration for the Club will be to plant out the area with a significant number of trees close to your house to further protect the area as we have done on holes such as 1 and 15 of The Pines.

This would help, so could you action this?

The golf club has a responsibility to manage the risk of errant balls and should take reasonable steps to prevent damage to residents property and people.

By cutting away a lot of the aforementioned, you have actually taken steps to increase the risk to us!

Yes, we live on a golf course and should accept a degree of risk associated with errant golf balls, but at least the bushes and trees, as they were, reduced the amount of balls getting through to us.

Even before the work was done we had balls come through the copse and into our garden, pool and, on a few occasions, including last week, even hit our roof and landing in our front garden!

Very few golfers take note of the OOB markers running alongside the buggy path and we often shout at them when we see them taking a shot close to our fence line. This sometimes means that their next shot has an even higher risk of damaging a property or person along the row of houses by us.

Maybe an OOB sign at the Tee box, together with a brief explanation of what to do would help? Again, this was mentioned to you in the e-mail between us back in 2017!

Another area that the club could consider to reduce the risk of errant balls, is to vet visitors handicaps and ensure they have a handicap before they are allowed to play?

This would also reduce the the amount of unnecessary damage they cause as well.

Because the club does not vet visiting golfers (I use the term golfers loosely) we seem to get all sorts of people that really should not be allowed on the course.

On Monday last week, there was a female outside our house, who took 3 swings at the ball and missed and on her 4th attempt she hit the ball into the garden next door; what the hell was she doing on a golf course?

Please advise as to what plans, if any, the club has to reduce the risk to bring it back to, at least, what it was before the landscapers work last week.

Regards

Michael Gleave

Meeting Agenda Item: Re-Nomination of Stuart Shakespeare as PBC Nominee Director to SCCSL

Motion

That the Principal Body Corporate (PBC) resolves to:

1. Endorse the re-nomination of Mr Stuart Shakespeare as the PBC Nominee Director to the Board of Sanctuary Cove Community Services Ltd (SCCSL) for a further term of two years, commencing upon the expiry of his current term in September 2025; and
2. Provide formal notice to SCCSL of this nomination in accordance with the Shareholders Agreement, prior to the August 2025 deadline.

Rationale

s5.5 Shareholders Agreement between the PBC, PTBC, and SCCSL discloses the composition of the Board of the Company.

s5.5(a) states:

*2 Directors appointed by PBC, one of which may be, **however is not required to be.** The existing chairman of the PBC.*

Mr Stuart Shakespeare has served as the current Chairperson of the Principal Body Corporate (PBC) and as the PBC Nominee Director on the Board of Sanctuary Cove Community Services Ltd (SCCSL). His current term as Director is due to expire in September 2025, with a nomination deadline set for August 2025.

Mr Shakespeare has expressed his willingness to continue serving as Director for an additional two-year term. His ongoing leadership and insights are seen as vital to maintaining the stability and momentum achieved during a challenging period in SCCSL's governance, which included:

- The resignation of the former CEO;
- The recruitment and appointment of a new General Manager;
- The departure of an experienced Independent Director;
- The resignation of a highly experienced PTBC Nominee Director.

Stuart's professional background, including previous board-level experience in private enterprise and extensive knowledge as a Members Nominee, equips him well to navigate the operational and strategic responsibilities of a Director.

Although Stuart will no longer be eligible to serve as Chairperson of the PBC following a change to his residential precinct, he will continue to reside within Sanctuary Cove and remains eligible to serve as a Director under the proposed changes to s5.11 Shareholders Agreement. His continued presence on the SCCSL Board will provide much-needed continuity and stewardship during this period of reform and improvement.

This motion seeks the support of PBC Members Nominees to ensure an orderly transition and retention of valuable corporate knowledge on the SCCSL Board.

Motion: Amendment to Clause 5.11 of the SCCSL Shareholders Agreement

That the Principal Body Corporate (PBC) resolves to:

1. **Formally notify Sanctuary Cove Community Services Ltd (SCCSL) and the Primary Thoroughfare Body Corporate (PTBC) of its intention to remove Clause 5.11 from the current Shareholders Agreement between SCCSL, the PBC, and the PTBC;**
2. **Seek the agreement of the PTBC to the removal of Clause 5.11, to be replaced by provisions that enable each Shareholder to nominate and retain a Director on the SCCSL Board for a fixed two-year term, irrespective of whether the Director continues to hold the office of Chairperson of the nominating Shareholder; and**
3. **Request that SCCSL initiate a formal variation to the Shareholders Agreement to reflect this change.**

Rationale

Clause 5.11 of the current SCCSL Shareholders Agreement states:

“The parties agree that a Director nominated by each Shareholder who also holds the position of Chairman of the respective Shareholder is entitled to hold office as a Director of the Company only for so long as they remain Chairman of the Shareholder notwithstanding anything to the contrary in this agreement.”

This clause has the effect of prematurely terminating the term of a Director nominated by the PBC should that Director no longer serve as Chairperson—even where they remain otherwise eligible and committed to fulfilling their duties.

This limitation presents several governance risks and operational challenges, including:

- **Loss of continuity and corporate knowledge** on the SCCSL Board, particularly if a Director is performing well and contributing meaningfully but is replaced simply due to changes in internal PBC elections;
- **Reduced flexibility and autonomy for the PBC** to appoint the most suitable representative based on merit, skills, experience, and availability;
- **Potentially higher turnover of Directors**, especially where the role of Chairperson is re-contested annually, which undermines long-term planning and strategic oversight within SCCSL;
- **Risk of losing Sanctuary Cove residency representation**, where a capable and engaged PBC nominee is rendered ineligible solely due to a minor change in their place of residence within the Resort.

The PBC believes that this clause is no longer fit for purpose and that Directors should serve for a fixed two-year term unless otherwise removed by their nominating body or disqualified under relevant laws or governance standards.

Amending the Shareholders Agreement to remove Clause 5.11 will enhance governance stability, strengthen the quality of board oversight, and ensure the PBC’s ability to nominate

representatives aligned with its strategic priorities and the interests of Sanctuary Cove residents.

CORRESPONDENCE FOR ACTION



Lot 88 The Parkway, Hope Island (131m2) – 88SP279800



Lot 1 Marine Drive West, Hope Island (5,148m2) – 1GTP2504



Lot 35 Banksia Lakes Dr, Hope Island (6,543m2) - 35GTP107278



Lot 40 The Parkway, Hope Island (245m2) - 40GTP107297

S



Queensland Revenue Office
ABN 90 856 020 239
Phone 1300 300 734
Email landtax@treasury.qld.gov.au
Web www.qld.gov.au/landtax

RECEIVED
30 APR 2025

BY: _____

113QRO1112DL01/E-4073/S-5018/I-10035/ 041
Sanctuary Cove Principal Body Corporate
Marine Village
6 Masthead Way
HOPE ISLAND QLD 4212

Assessment details

The attached land tax summary provides details on how your assessment is calculated. Further information (for example, about exemptions and taxable value) is available at www.qld.gov.au/landtax

Please read the 'Your obligations and entitlements' section of this notice.

Assessment comments

N/A

Simon McKee

Commissioner of State Revenue

Preferred payment method

See over for more payment options including payments by credit card or instalments.



Bill code: 625178

Ref: 400013497492

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Land tax

Assessment notice 2024–25

for land owned as at midnight 30 June 2024

Issued under the *Land Tax Act 2010* and *Taxation Administration Act 2001*

Issue date 22 April 2025

Payment reference 400013497492

Client number 1144292

Amount payable \$72,997.20

(for this assessment)

Due date 21 July 2025

If you pay late, it will cost
you more.

Pay online now!

Your land tax pays for roads, hospitals
and other government services right
here in Queensland.

Due date 21 July 2025

Payment reference 400013497492

Amount payable \$72,997.20

(for this assessment)

Late or non-payment

Unpaid tax interest applies if the amount payable is not received in full by the payment due date. It is calculated daily at the prescribed rate (currently 12.36% per annum and adjusted each year on 1 July) on any unpaid land tax liability.

Interest will continue to accrue each Sunday until payment of the total amount owing is received in full.

If you believe you have unpaid land tax liabilities for previous financial years, please contact us on 1300 300 734.

Your obligations and entitlements

This assessment has been determined based on the information available to the Commissioner at the time of assessment.

You must tell us within 30 days of the assessment notice date of issue of any:

- further exemption entitlements (by submitting the relevant forms for consideration)
- discrepancies in your Queensland landholdings
- changes to your eligibility for any exemptions or sub-divider discount that are indicated in this notice
- change to your postal address. Did you know you can update your contact details online anytime?

Go to www.qld.gov.au/coa

If any information in this assessment is incorrect or needs to be amended, we will issue a reassessment notice.

We conduct reviews of this information. Failure to update or correct your records may result in the reassessment of your liability, including the application of interest and or penalties. For more information, read public rulings TAA060.1 — *Remission of unpaid tax interest*, and TAA060.2—*Penalty tax*, available at www.qld.gov.au/qro

Valuations

Land values are provided by the Valuer-General under the *Land Valuation Act 2010*, and are used to calculate your taxable value. Only the Valuer-General can amend these values. The Queensland Revenue Office cannot consider an objection/variation to your assessment if you believe these values are excessive.

Your rights

If you are dissatisfied with this assessment, you may lodge an objection. This objection must:

- be in writing
- state the grounds for the objection
- include copies of any relevant material
- be lodged within 60 days after the assessment notice is given.

For more information on the objection process, see 'Land tax reassessments, objections and appeals' at www.qld.gov.au/landtax

Payment options (See 'Paying land tax' at www.qld.gov.au/landtax)



Bill code: 625178 Reference: 400013497492

Telephone and Internet Banking—BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings or transaction account. More info: www.bpay.com.au *Registered to BPAY Pty Ltd ABN 69 079 137 518



Bill code: 625178 Reference: 400013497492

Pay by VISA or MasterCard

(for amounts between \$10 and \$50,000)
Call 1300 803 545 or go to 'Paying land tax' at qro.qld.gov.au/about-qro/pay

Note: A surcharge applies on each payment made through BPOINT. Refer to qro.qld.gov.au/about-qro/pay.



Extended payment option (EPO) via direct debit

First you must register for an EPO within 35 days of the issue date of this notice. We will debit three payments from your account. Go to 'Paying land tax' at www.qld.gov.au/landtax

Debit 1: \$24,332.40
on 6 June 2025

Debit 2: \$24,332.40
on 21 July 2025

Debit 3: \$24,332.40
on 19 September 2025

If paying by cheque, please cut off this payment slip and return it with your payment to: Queensland Revenue Office, GPO Box 2476 Brisbane QLD 4001.



Your 2024–25 land tax summary

2024–25 assessment	\$72,997.20
Reassessment—N/A	\$0.00
Total assessed liability	\$72,997.20
Payments received/Refund	\$0.00
Unpaid tax interest (UTI)	\$0.00
Penalty tax	\$0.00
Total amount due	\$72,997.20

How your land tax was calculated

Property address	Property ID (from your valuation notice)	Property description	Valuations* 3 year averaging may be applied (If blank - State wide averaging factor of .89 used)			Averaged value	Capped value	Your share of value	Less exemption	Exemption code	Your taxable value
			2024-25	2023-24	2022-23						
LAND OWNED SOLELY BY Sanctuary Cove Principal Body Corporate											
BAY HILL TCE HOPE ISLAND	40838078	1/GTP/2504	\$320,000	\$245,000	\$245,000	\$269,997		\$269,997.00			\$269,997.00
		3/GTP/2504									
		105/GTP/2213									
		66/GTP/107062									
		76/GTP/107062									
SANTA BARBARA RD HOPE ISLAND	40838110	88/SP/279800	\$5,200,000	\$4,000,000	\$4,000,000	\$4,415,320		\$4,415,320.00			\$4,415,320.00
		85/GTP/107422									
		84/SP/241919									
		84/GTP/107422									
		83/GTP/107422									
		82/GTP/1703									
		82/GTP/107411									
		81/GTP/1703									
		80/GTP/1703									
		79/GTP/1703									
		77/GTP/1703									
		75/GTP/1702									
		74/GTP/1702									
		73/GTP/107071									

Page 46

Property address	Property ID (from your valuation notice)	Property description	Valuations* 3 year averaging may be applied (If blank - State wide averaging factor of .89 used)			Averaged value	Capped value	Your share of value	Less exemption	Exemption code	Your taxable value
			2024-25	2023-24	2022-23						
		7/GTP/107406 69/GTP/2207 59/GTP/107045 58/GTP/107066 57/GTP/107449 57/GTP/107045 17/SP/194050 15/GTP/107472 143/GTP/100633 9/RP/209423 56/GTP/107045 55/GTP/107352 51/GTP/107504 50/SP/167623 5/SP/149351 48/GTP/107364 48/GTP/107128 47/GTP/1790 46/GTP/1790 45/GTP/1790 44/GTP/1790 42/GTP/107445 9/RP/211817 39/GTP/107227 36/GTP/107322 9/RP/211820 35/GTP/107322 93/GTP/1701 94/GTP/1701 94/GTP/3967 94/SP/330081 56/GTP/107449									



Property address	Property ID (from your valuation notice)	Property description	Valuations* 3 year averaging may be applied (If blank - State wide averaging factor of .89 used)			Averaged value	Capped value	Your share of value	Less exemption	Exemption code	Your taxable value
			2024-25	2023-24	2022-23						
		9/RP/209424									
		14/GTP/107472									
		99/GTP/107413									
		18/GTP/107510									
		98/GTP/107413									
		19/GTP/107254									
		20/GTP/107053									
		97/GTP/107496									
		20/GTP/107456									
		20/GTP/107509									
		20/SP/301201									
		95/GTP/1701									
		21/GTP/107456									
		21/SP/216533									
		21/SP/301201									
		22/GTP/107217									
		22/GTP/107436									
		22/GTP/107456									
		22/SP/301201									
		23/GTP/107488									
		23/SP/301201									
		24/GTP/107488									
		27/GTP/107434									
		134/GTP/107040									
		123/GTP/4162									
		122/GTP/107405									
		121/SP/162779									
		121/GTP/107511									
		120/GTP/107511									
		120/GTP/107106									
		12/GTP/107353									
		119/GTP/107511									

Property address	Property ID (from your valuation notice)	Property description	Valuations* 3 year averaging may be applied (if blank - State wide averaging factor of .89 used)			Averaged value	Capped value	Your share of value	Less exemption	Exemption code	Your taxable value
			2024-25	2023-24	2022-23						
CASEYS RD HOPE ISLAND THE ADDRESS HOPE ISLAND	40877300 41250937	119/GTP/107106									
		118/GTP/3866									
		118/GTP/107106									
		117/GTP/107106									
		116/GTP/107106									
		115/GTP/107106									
		114/GTP/107106									
		100/GTP/107413									
		10/SP/206408									
		1/SP/149351									
		31/GTP/107442									
		3/SP/162776									
		35/GTP/107278	\$38,500	\$30,000	\$30,000	\$32,833		\$32,833.00			\$32,833.00
		40/GTP/107297	\$175,000	\$135,000	\$135,000	\$148,330		\$148,330.00			\$148,330.00
		35/GTP/107360									
		34/GTP/107360									
		33/GTP/107399									
		32/GTP/107399									
		21/GTP/107432									
		20/GTP/107432									
		18/SP/238392									
		17/SP/236112									



Exemption codes

- D Subdivider discount applied
- A Aged-care facilities
- B Build to Rent Concession
- C COVID-19 Land tax relief
- E Other exemption
- H Residential home (no form required)
- M Moveable dwelling park
- P Primary production
- R Residential home
- S Supported accommodation
- T Transitional home

Total taxable value	\$4,866,480.00
Tax rate ***	\$33,750 + 1.50c for each \$1 more than \$2,250,000
Total assessed liability	\$72,997.20

* These values are provided by the Valuer-General (www.qld.gov.au/landvaluations) under the *Land Valuation Act 2010* and are required to be used to calculate your taxable value. They may only be amended by the Valuer-General. Therefore the Queensland Revenue Office cannot consider an objection/variation to your assessment on the basis of these values being excessive.

*** Different rates apply to foreign companies and trustees of foreign trusts. To find out more about tax rates, including determining your status and obligations visit our website (www.qld.gov.au/landtax).

From: [Stephanie Watson](#)
To: [Jodie Syrett](#)
Subject: Re: Letterbox Drops
Date: Thursday, 19 June 2025 11:08:28 PM
Attachments: [image001.png](#)
[To PBC Committee.pdf](#)

Hi Jodie

Thanks for your email regarding the above. I have attached a letter for my proposal to continue to deliver unaddressed mail into Sanctuary Cove. I have also forwarded the email I sent on 8th June 2025 which you said you did not receive. In that email it outlines all of my clients, majority of which are Residents and business owners in the Cove.

When talking to Stuart Shakespeare, he asked if I would pay an amount for entry. I have thought about this question and would like you to forward this email so they have written confirmation of my decision.

I am already able to gain entry into the gated area due to acquaintances made over the last 12 years; I have just never had to use that option and I have never abused the clearance I had as an Australia Post Contractor. So, to ask the question to pay an amount confuses me. I also would not know a fair and reasonable price to pay, so the Body Corporate Committee would need to come up with an amount. As for storage of the Buggies in the Security Carpark, again please advise of a fair and reason price for the space and electricity for me to consider.

Can you please advise with urgency when this proposal can go before the Committee so I can advise my clients when a decision can be made.

Regards
Stephanie Watson

From: Jodie Syrett <Jodie.Syrett@scove.com.au>
Sent: Monday, 16 June 2025 10:46 AM
To: Stephanie Watson <

Subject: Letterbox Drops

Good morning, Stephanie,

Apologies for missing your call—I'm currently in meetings and training throughout the week.

The PBC has requested that all communication from you be provided in writing. Any correspondence received will be passed on to the PBC Chairperson for consideration. As outlined in my previous email, please note that neither the Body Corporate nor myself are involved in the decision-making process. All decisions are made collectively by the PBC.

Thank you for your understanding.

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@scove.com.au

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

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

Web oursanctuarycove.com.au



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From: [Stephanie Watson](#)
To: [Jodie Syrett](#)
Subject: Fw: Unaddressed mail into Sanctuary Cove
Date: Thursday, 19 June 2025 10:49:20 PM

Hi Jodie

Below is the email I sent to you dated 8th June for your perusal.

Regards
Stephanie Watson

From: Stephanie Watson
Sent: Sunday, 8 June 2025 7:22 PM
To: Jodie.Syrett@scove.com.au
Subject: Unaddressed mail into Sanctuary Cove

Hi Jodie

As an independent contractor now, I have continued to abide by Body Corporates guidelines which I had as an Australia Post Contractor. My buggies are still insured and I still have public liability insurance as required. Below are the businesses which I deliver flyers and magazines for inside the gates of Sanctuary Cove.

Mulpha - Majority of businesses in the Village that want to advertise comes through Mulpha

Cove Magazine with Kollosche Real Estate magazine insert

Ray White Sanctuary Cove

Mitchells Real Estate - Resident within Sanctuary Cove

IGA Sanctuary Cove

Ocean Road Magazine

Paul Ledgerwood Realty - Resident within Sanctuary Cove

Phillis Luxury Real Estate - Resident within Sanctuary Cove

Ivy Realty

Kollosche Real Estate

Washed External Cleaning

Mark Williamson Maintenance - Resident within Sanctuary Cove

OtiPower - Solar - Resident within Sanctuary Cove

Electrician (Ipower GC) - Resident within Sanctuary Cove

Lauren Plews - Resident within Sanctuary Cove

Boston Private Wealth - Resident within Sanctuary Cove

I do charge a fee, which I have done for the last 12 years and tried to keep it at a minimum but without the income from Australia Post and yourself I have had to raise

the delivery fee to help cover costs of maintaining the buggies and wages. For the last 12 years Body Corp have never charged me for electricity or the space where the buggies reside, hence, I have no idea on what the fair and reasonable charge would be. I have not factored a charge for this into my delivery fee and to have to up my fee again would probably see me lose clients and could deem the service I provide not worth our time. This would leave a lot of your local businesses without the option to advertise to Sanctuary Cove residents.

Body Corporate initiated the first meeting and asked me to deliver their announcements to your residents, and with your approval for many years, I have worked up a clientele of local small businesses and provided a service to them, like I did for Body Corp.

With my presence and providing this service, it has reduced, kept out other people from randomly delivering flyers to the residents. When others have gained access behind the gates, they do not adhere to the 'no junk mail' signs or respect staying off the grassed areas, which we do. If you require testimonials or references from any of the businesses above of my workmanship, I will happily ask them to provide one.

Now that Australia Post has taken back delivering the mail, you will have noticed their junk mail hanging out of letterboxes and now I see motorbike tyre tracks on some lawns. Yes, they are now using an electric motorbike to deliver the mail

If you have any further questions or wish to discuss this matter further, please call me. I await your reply.

Regards
Stephanie Watson

To PBC Committee

Proposal for delivery of unaddressed mail the residents of Sanctuary Cove.

Requirements needed:

- Continue to keep my two buggies plugged in and reside in the Security Carpark.
- Access for two buggies and my car (Toyota Rav 4) behind the gates

Please note. I require my car access so I can collect flyers from residents and businesses (Golf Club etc) behind the gates as I collect before the day of delivery.

Delivery process:

Delivery days will be Wednesday and Thursday and some Saturdays for Cove/Kollosche Magazine

No flyers in my care will be delivered to any 'No Junk Mail' signed homes. Houses that continue to have a white dot on boxes will not receive any unaddressed mail, as this was my previous agreement with the householder. If a resident wishes to not receive any unaddressed mail, it is their responsibility to put up a sign or talk to me and agree to have a white dot put on their box.

I will stay off the grassed areas (as per our agreement when with Australia Post). If the roads become unsafe due to extra traffic, blocked or obstacles, I will endeavour to make it to a safe area for my buggies and any personal operating said vehicles. If the safest place is on a grass area, I will do so until it is clear to move (highly unlikely to happen).

When delivering unaddressed mail for Real Estate Agents, your rule was 'only properties that are within Sanctuary Cove'. I will continue to adhere to this rule.

I will have all insurances in place for Buggies and public liability insurance.

Myself and any personnel I use will be available to use the 'On Location' app if required.

Access required from 6am due to other work commitments.

From: [Stephanie Watson](#)
To: [Jodie Syrett](#)
Subject: Update on Proposal to deliver unaddressed mail into Sanctuary Cove
Date: Monday, 30 June 2025 1:27:56 PM
Importance: High

Hi Jodie

Can you please advise in writing if my proposal has been denied or accepted. I would like to update my clients who are asking if I have heard anything from Body Corporate. I understand you do not make the decision, and await a response from the Committee. Have they had a meeting yet to discuss the matter? If not, on what date do they propose to discuss the matter.

For your information and can you also pass onto the Committee, I am still engaged by Australia Post, I just do not work in Sanctuary Cove anymore, so I am still a licensed delivery person.

A speedy response would be appreciated.

Regards,

Stephanie Watson.

From: [Max Leslie](#)
To: [PBC](#)
Subject: Re: Correspondence regarding Security Camera
Date: Monday, 7 July 2025 12:54:50 PM

Dear Jodie,
I have just been to Security re the subject.
Security has no record of the inspection on its system.
Could you please advise who from Security undertook the inspection.
Kind regards
Max Leslie.

On 3 Jun 2025, at 7:06 am, PBC <pbcc@scove.com.au> wrote:

Good morning, Max,

Sanctuary Cove Security have inspected the Buttner's security system and provided verification that their system is compliant. If you have any current evidence to the contrary, could you please provide it for our attention.

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@scove.com.au

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

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

Web oursanctuarycove.com.au

<image001.png>

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Darwinia – Motion for PBC EGM (word document)

Motion:

THAT the PBC EGM retrospectively approve the planter box constructed on PBC common property during the development of 1932 Pinehurst Drive within Darwinia 107488, as detailed in Annexure "A", and that it be permitted to remain in its current location and condition.

Explanatory note:

Submission details from owners of 1932 Pinehurst, Darwinia:

I am writing in reference to the planter box that was constructed in 2023 on the elevated edge of our driveway that was not marked on the original plans . This planter box was required to form a supportive edge for our driveway due to the elevated height of the driveway which became evident during construction . The planter box is filling a fall void of 1.2 metres in height as the PBC nature strip is at ground level and our allotment had a 1.3 metre hump across the entire lot from development stage .

You can see from the pictures and in person that our driveway is steep so if we remove the planter box we will end up with a fall point down to the PBC land . The planter box front face is 3.9 metres from the base of the driveway and is 1 metre in height . The grass in front of the planter box is at a very steep angle so if we removed the box that section and angle will be much higher and your ground crews could not use the mowers but as it sits right now, they have no issues .

If we remove the box we will need to construct a wall under the driveway and the fall height off our driveway to PBC grass will be 1.2 metres . It was my view that constructing a planter that looked great and overcome construction issues and safety issue was a good solution but I can see now 2 years later I should have reached out with an application .

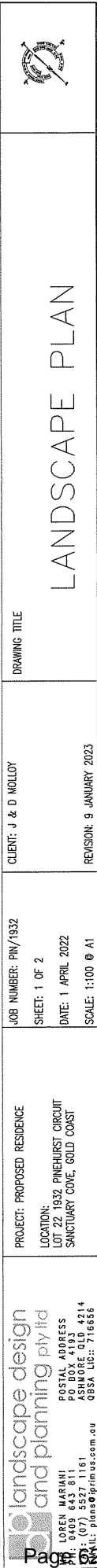
We spend over 100k on our front wall with both good construction in mind and also trying to make the street appearance look good and our wide frontage and elevated height gave us many challenges in no way was I trying to take any ones land I was trying to solve another building issue . As you might be aware we have lost around 10 s/m of our land at the end of our lot due to Mulpha installing a fence in the wrong spot so I am hoping for a compromise on this planter box issue as no ill intention was intended .

DARWINIA - 1932 Pinehurst drive

Annexure "A"







PLANT SCHEDULE									
FORM	CODE	SPECIES	COMMON NAME	HEIGHT	SPREAD		SIZE	NUM	COMMENTS
TREES/PALMS	Weed list	Melaleuca bracteata	Fox Tail Palm	8m		3m	45L	3	Tall Palm
	Core spp	Cassia grandis	Desert Star			Low Hedge	300mm	7	Ornamental Flowering Shrub
	Core spp	Conyza species	Confeder				300mm	9	Care tropical shrub
	Hell low	Heliconia areolata	Heliconia		2m		200mm	12	Feature foliage plant
	Rosa etc	Rapala rosealis	Lady Palm			Hedge/fence	200mm	10	Flowering Shrub
	Vla etc	Yucca filamentosa	Lady Palm			Hedge/fence	200mm	10	Sweeping Shrub
	Dee list	Yucca filamentosa	Yucca				300mm	8	Sweeping Shrub
	Lir var	Dioscorea alata	Snake Plant			Climbing	200mm	7	Feature foliage plant
	Lir var	Liriodendron tulipifera	Liriodendron			Climbing	200mm	13	Colour tropical plant
	Trop spp	Tradescantia virginiana	Spider White			Climbing	200mm	44	Colour tropical plant
OTHERS		Tradescantia gothopook	Mosses in the Croade			Climbing	200mm	44	Colour tropical plant

REPORTS FOR INFORMATION



OPERATIONS REPORT – JUNE 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
June	Fire	General	Panic	Total					
YTD 2025	559	1339	413	2251	97	197	794	1557	147
YTD 2024	467	1366	396	2229	110	178	800	1611	211

Valet Services (June 2025 – YTD 2025)

	June 2025		June 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	12	\$96.00	21	\$168.00	109	\$872.00
Long Term Rental	12	\$1,600.00	6	\$800.00	58	\$6,900.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	6	\$228.00	4	\$173.00	51	\$1,959.00
Other	2	\$76.00	5	\$253.00	24	\$933.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	6	\$1,650.00	0	\$0.00	42	\$11,979.00
Total	38	\$3,650.00	36	\$1,394.00	285	\$22,893.00

Key Performance Objectives

<p>Specific Monthly KPO's:</p> <ul style="list-style-type: none"> ➤ 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 <p>Ongoing Monthly KPOs:</p> <ul style="list-style-type: none"> ➤ 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. 	<p>Stage 3 CCTV – receive report from C-Cure Systems, review costings with Finance TBD.</p> <p>Approved and Work Order raised</p> <p>Awaiting on quote from SAS</p> <p>Items Actioned – refer to statistics.</p>
--	--



- 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 June there were 234 Parking Infringement "Reminder Notices" issued, compared to 296 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	24	96	Adelia	5	2
Schotia Island	21	12	Fuschia	5	1
Alpinia	19	6	Washingtonia	5	17
Harpullia	19	12	Banksia Lakes	4	1
Admin	18	9	Felicia	4	1
Acacia	17	4	Araucaria	3	6
Tristania	17	13	Bauhinia	2	12
Zieria	13	28	Caladenia	2	3
Darwinia	12	1	Security	2	0
Molinia	10	11	Alyxia	1	1
Cassia	9	33	Colvillia	0	10
Roystonia	8	7			
Alphitonia	7	0			
Plumeria	7	10			
	201	242		33	54

Speed Sign/Camera

The speed camera is still having charging issues. Option for another camera solution is being investigated. Only 4 vehicles were recorded speeding this month with 2 of them being contractors and 2 unconfirmed.

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	285,839	61,834	9,436	2,172	344	90	359,715
Total	1,047,100	235,728	40,699	7,790	1,311	285	1,332,913
% Current YTD	79.46%	17.19%	2.62%	0.60%	0.10%	0.03%	100.0%



Apr 2025	28,503	5,863	488	254	26	6	35,140
May 2025	31,239	6,355	905	209	24	6	38,738
June 2025	29,161	6,242	662	201	12	4	36,282
% Current MM	80.37%	17.21%	1.83%	0.55%	0.03%	0.01%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	77	13.06.25	1215 hrs
2204 The Parkway	72	02.06.25	0230 hrs

Operational

Security attended to 36 incidents for the month – 24 General and 12 Medical.

Twenty-Four (24) General Incidents:

- a) Seven (7) were Person related including:
 1. Unauthorised access by a vehicle
 2. A group at a restaurant that refused to pay and was involved in a fight
 3. A disorderly male in the IGA carpark
 4. A visitor escorted from a resident home after a dispute
 5. An intoxicated hotel guest found in the Village
 6. An intoxicated male at the Cove Tavern who tried to grab a knife
 7. A kangaroo onsite with a minor injury
- b) Nine (9) were Vehicle related including:
 1. An LPR watch alarm for a truck linked to previous damage at a gate
 2. An alarm from a boat in the Marina
 3. A log hazard found drifting in Harbour 3
 4. A crane blocking the road in the residential area
 5. 3 for damage to a gate by tailgating and reversing into a sensor post
 6. Dangerous riding complaint and electric bike seized by QPS
 7. 2 suspicious vehicles on Edgecliff Drive with property thrown from one car
- c) Eight (8) were Property related including:
 1. 4 x alarms in the Village for Fire/Power Fail/Tamper/Rearm
 2. 2 alleged leaks for smell of gas and petrol
 3. Audible smoke detector at Harbour One
 4. Water leak outside resident's home



Twelve (12) Medical incidents:

10 residents and 2 visitors. These included:

- 3 patients with shortness of breath, chest pain
- A male with severe stomach pain
- A female with wrist and ankle injuries after a trip and fall at home
- A male who was assisted to his feet after a fall in the garage
- 2 patients with vertigo and lightheaded
- A male who fell and cut the back of his head
- A male who had a medical episode while driving through Pines Gate
- A female with shoulder pain
- A male who was generally unwell

10 patients were transported to hospital.

38 Complaints were received:

	June 2025	May 2025	April 2025	March 2025
Residents	25	26	38	37
Subject not located	7	2	6	6
Rentals	6	9	0	0
Marina/Village/BCorp	0	7	3	1
TOTAL	38	44	47	44

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 23 dayshifts and 22 nightshifts.

Marine patrols have been reduced due to the vessel Haven being out of service and ongoing staff shortages. The motors on Haven are no longer operational and currently beyond repair. Replacement motors have now been approved, and installation will proceed once received.

June 2025	Haven	Eden	Totals
Zone1/Harbour 1	0	178	178
Zone 2/Harbour 2	0	97	97
Zone 3/Harbour 3	0	81	81
Zone 4/Harbour 4	0	54	54
Zone 5/Roystonia	0	70	70
Total Patrols	0	480	480



Day Patrols	0	23	23
Night Patrols	0	22	22

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

There were 17 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) All 17 incidents were related to fishing activities and were moved on without incident:
- 10 from a Marina pier
 - 2 from the Boulevard Bridge
 - 4 from a Private Harbour
 - 1 from 22 Ton Bridge

Visitor Management System and License Plate Recognition

	3/06/2025	02/07/2025
Residents registered with LPR	1,131	1,138
Total not registered with LPR	295	288
Total Lots	1,426	1,426
Resident vehicles/buggies LPR	5,617	5,543
Permanent visitor vehicles LPR	4,998	4,963
Total Vehicles	10,615	10,506
Residents registered VMS Portal	441	443
Res/Builder/multiuser same house	120	120
Number of VMS entries	2492	2467

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

LPR (License Plate Recognition) Registration by Residents: Increased by 7 to 1138 or 80% of resident homes.

VMS (Visitor Management System) Portal Registration: Increased by 2 to 443.

Active Users on VMS Portal: No change to 120 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Decreased by 25 to 2,467.



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 its license plate is not read. These faults are reviewed by Security and corrected in the software where possible. If required, they are escalated to the service provider for further investigation.

There are no reported issues this month.

Workplace Health and Safety

Nil to report this month and the next meeting is scheduled for July.

Scheduled Works

Replacement motors for Security Boat Haven have been approved and are scheduled for installation at the end of July.

Staff

All teams remain fully staffed.

Mike Telea
8 July 2025



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson within 14 business days	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 14 business days post meeting.	Complete
	➤ Extranet / portal content management – Minutes & Agendas	Complete
	➤ Minimum 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 twenty-three (23) breach letters were issued for RZABL compliance, and seven (7) breach letters were issued for parking compliance, and a total of seven (7) 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. **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 Body Corporate Meetings, Debt Recovery & Budgeting & Debt Management within Strata.
5. **RBC EGMs** – Our RBC Extraordinary General Meetings are scheduled to commence at the end of this month for the purpose of approving budgets. As a result, the end of July and the majority of August will be a particularly busy period for our Body Corporate Managers.

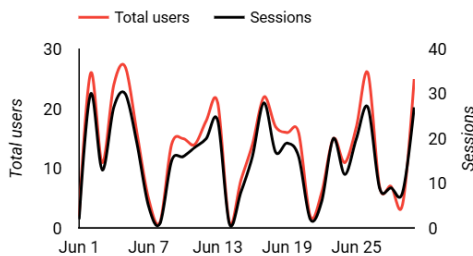
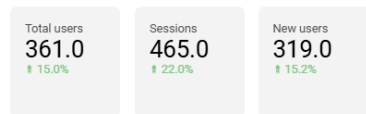


Website Traffic Overview – June 2025

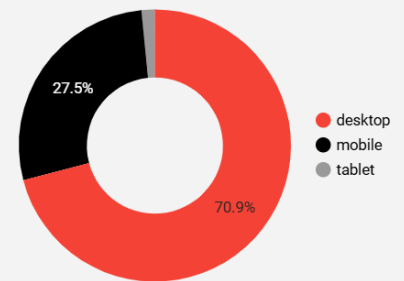
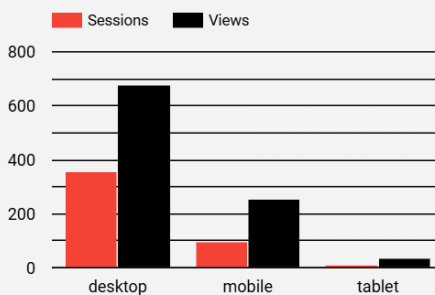
The graphs below provide a snapshot of the website activity throughout June 2025, highlighting total user numbers and session counts. Additionally, there is a breakdown of how users are accessing the site—whether by desktop, mobile, or tablet—offering valuable insight into user behaviour and device preferences.

Users & Sessions

Users, sessions & new users



Device Performance



Legal 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		8,310.50	8,310.50
Chambers Russell	Advice of FTTH		14,245.00	14,245.00
Total		65,145.97	33,399.77	98,545.74
Budget			63,660.00	
Balance Uncommitted			30,260.23	



FACILITIES SERVICES

OPERATIONS REPORT – JUNE 2025

After Hours call outs

Date	PBC Emergency Repair
25th June	Sewerage Blockage
21 st June	Pump station 23 – Hydraulic fault (debris in impeller)
16 th June	Pump station 23 – Hydraulic fault (blocked pumps)

Date	PTBC Emergency Repair
	Nothing to report (NTR)

Contracts Subcommittee

19th June 2025

- FTTH Consultancy RFQ / Scope
- Contractor Management Evaluations

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	Jun-25
1. Quality of Standard - 11/11	8	7	9	9	7	8	9	10
2. Complaint/Compliment - Maximum of 5 complaints per month	3	9	5	0	0	0	1	0
3. Response and Repair timeframes (Work Requests)								
P1	100%	100%	100%	100%	100%	100%	100%	100%
P2	100%	100%	100%	100%	100%	100%	0%	100%
P3	33%	56%	53%	48%	0%	18%	72%	67%
4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%
5 Reporting	100%	0%	0%	100%	100%	100%	100%	100%
SPS	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
1. Complaint/Compliment - Maximum of 1 complaints per month	0	0	0	0	0	0	0	0
2. Schedule of Works	100%	100%	100%	100%	100%	100%	100	100
3. Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%
4. Reporting	100%	100%	100%	100%	100%	100%	100%	100%
Cleanaway	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	4	5	8	6	6	6	0	5
2. Complaint/Compliment - Maximum of 3 complaints per month	0	6	0	0	0	0	5	0
3. Schedule	100%	100%	100%	100%	100%	100%	100%	100%
4. Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%
5. Reporting	100%	0%	0%	100%	100%	100%	100%	100%

Hazard Identification/Reporting

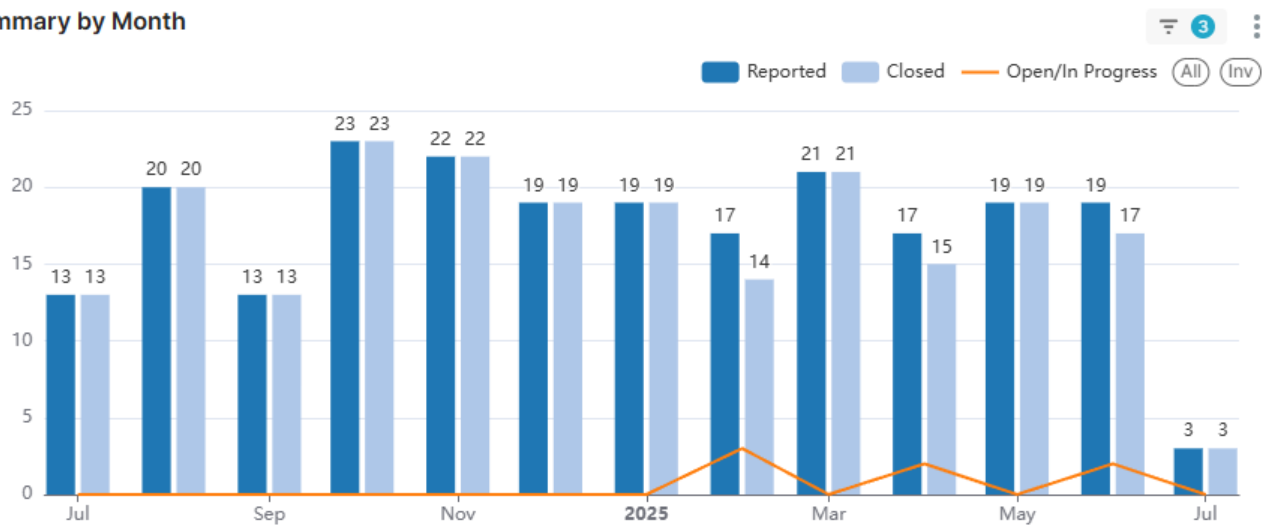
During the reporting period, a total of 19 hazards were reported. Of these, 17 were resolved and closed within the required timeframes in accordance with WHS procedures.

Facilities Services identified 18 of the 19 reported hazards. The highest level of control implemented was and continues to be *Elimination*, applied where removal of the hazard was practicable.



The most frequently reported hazard type was *Slip, Trip, and Fall*, with 10 incidents recorded. This category accounted for more than half of the month's reports and continues to represent a key area of focus for risk mitigation across the estate.

Summary by Month

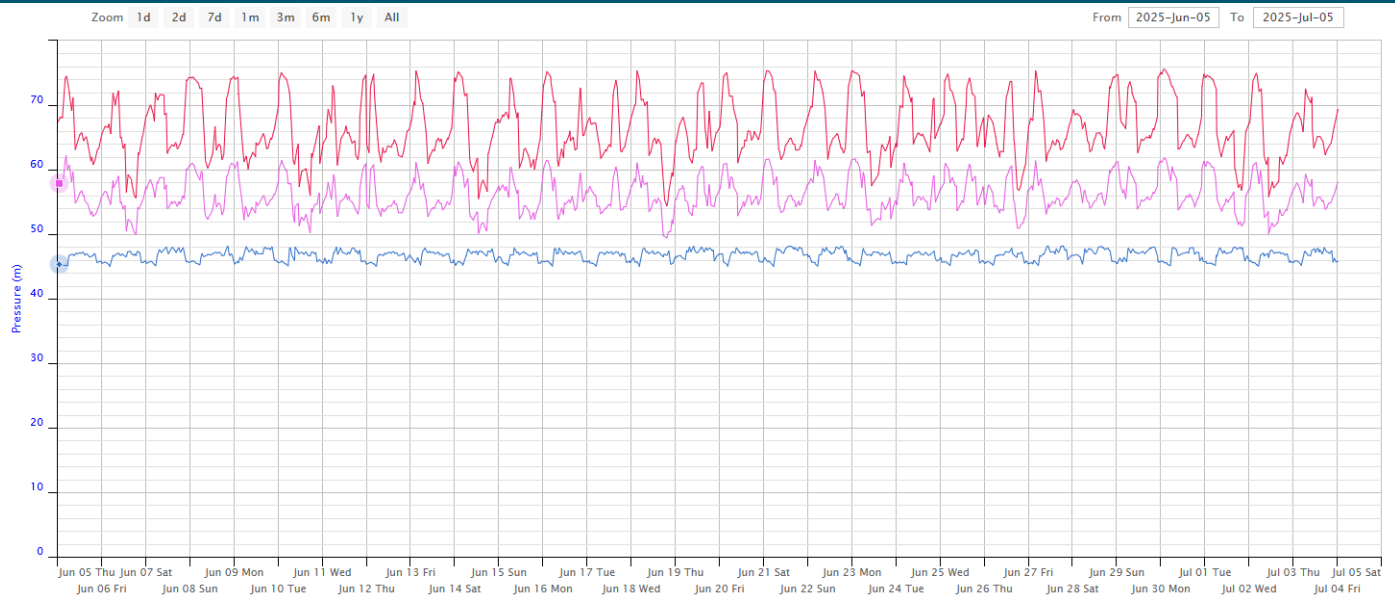


Hazard Category	Count
Animals	3
Equipment, Tools and Appliances	2
Electricity	1
Manual Handling	1
Other	1
Slip Trip Fall	10
Traffic Management	1

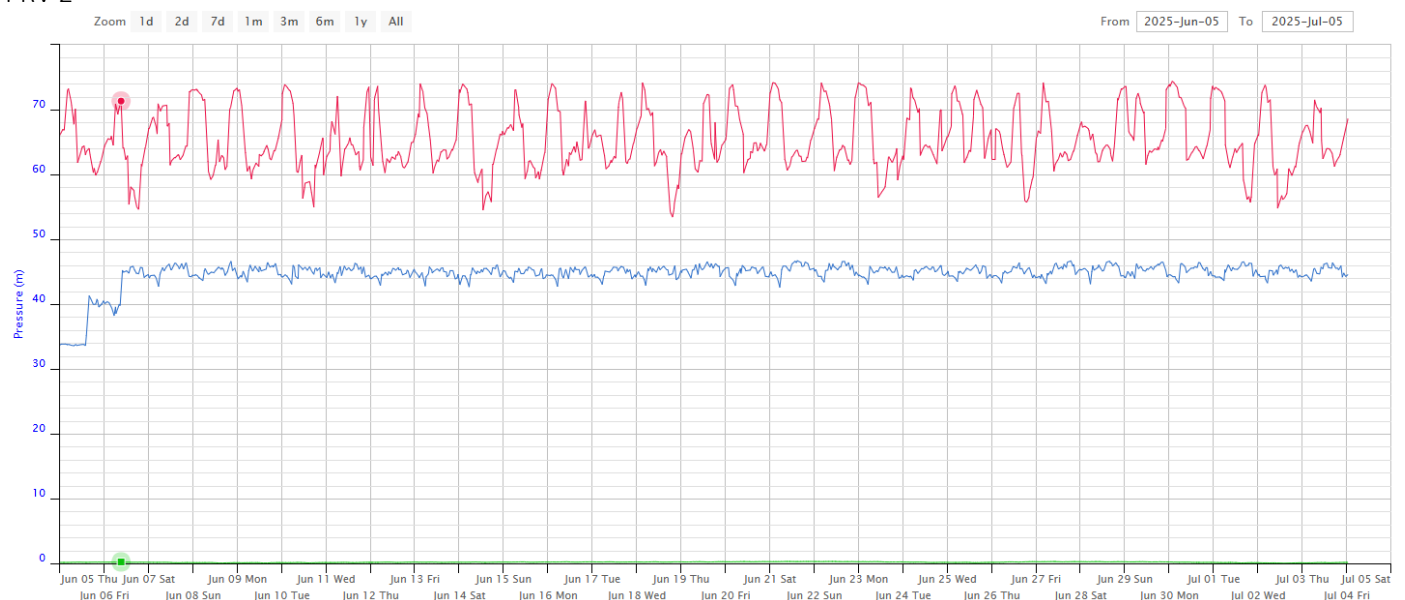
Control Level	Count
No Controls	1
Other	1
Substitution	2
Engineering	9
Elimination	205

Water Management

PRV 1



PRV 2



The Red/Pink axis represents the GCCC supply pressure. The Blue axis represents the supply pressure to the Sanctuary Cove site from the PRVs. Please refer to below graphs/data illustrating significant fluctuations in the incoming supply pressure from GCCC compared to the current supply pressures at Sanctuary Cove.

Water Loss/Leaks

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

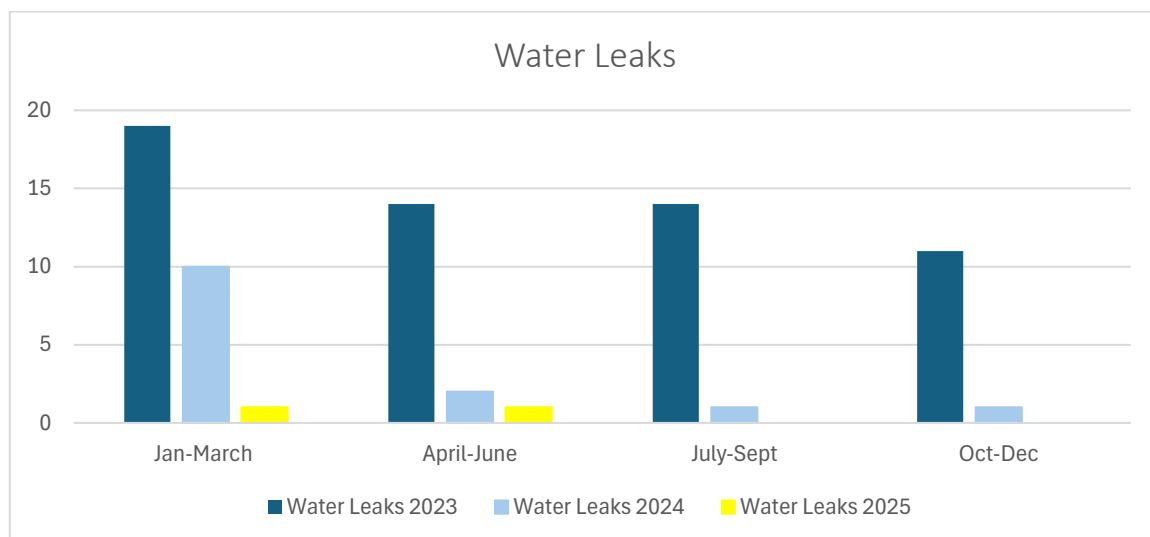
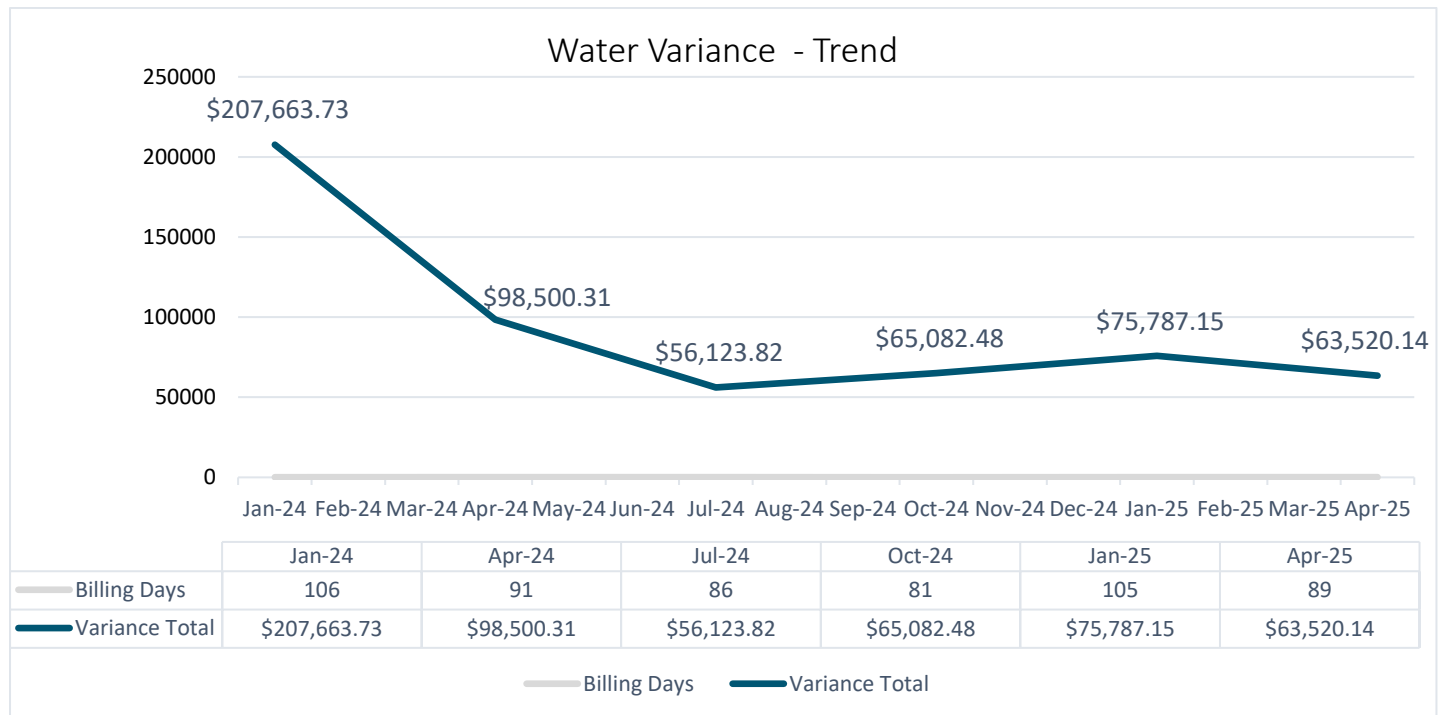


Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kL/m³/year (approximately 33,000 kL per quarter) for Sanctuary Cove, calculated using International Water Association (IWA) formulas.

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

Both are well below the acceptable UARL level.

Water Billing



Sinking Fund Projects FY2025

PBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	End Date - Estimate
Bridges_PBC							
Electrical_Lights_PBC	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	Completed		
Facilities_Equip	Replacement as per AF – <i>may not be required</i>	\$ 706.00	\$ 1,000.00	\$ -			
FTTH_PBC	Spare parts – <i>may not be required</i>		\$ 40,000.00	\$ -			
	ONU & Security/PABX system upgrade	\$ 40,000.00	TBA	\$ -	Request for Tender - Sent 1st July	August	October
Harbour_PBC (including revetment walls)	Rectification of timber walkways/jetty's	\$ 45,000.00	\$ 45,000.00	\$ -	Seeking Approval	August	September
Hydraulic & Electrical Supplies							
Irrigation_Control_PBC (inc A Class water)	Sanctuary Greens - Verge Irrigation	\$ 200,000.00	\$ 200,000.00	\$ -	Seeking Approval	August	October
Irrigation_Mains_PBC							
Irrigation_Valves_PBC							
Kerb_PBC	Village Gates (not yet complete - Yr 1)	\$ -	\$ 30,000.00	\$ -	Seeking Approval	August	September
Landscape_PBC (including parks and playgrounds)	LMP Phase 2/3		\$ 221,131.39	\$ 109,477.15	Ongoing		
	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 90,000.00	\$ 4,150.00	Seeking Approval	July	August
	Darwinia Park upgrade		\$ 33,876.61	\$ 38,868.61	In progress	July	August
	Pump Station access lid upgrades		\$ 55,395.00	\$ -	In progress	July	August
Pumps_PBC	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	NYS	August	October
	Building Management System		\$ 95,000.00	\$ -	Approved	July	August
Reports		\$ 50,000.00	\$ 50,000.00	\$ -			
Roads_PBC (including parking)	Schotia Island Intersection upgrade	\$ 300,000.00	\$ 250,000.00	\$ 3,200.00	Seeking Approval	July	October
	Remaining Paving - Stage 4 Village Gate		\$ 50,000.00	\$ -	Seeking Approval	August	September
Security_System_PBC (including alarm monitoring)	CCTV servers upgrade - Stage 3	\$ 150,000.00	\$ 170,000.00	\$ -	Seeking Quotations	July	-
	Jacques Gate Intercom upgrade		\$ 65,000.00	\$ -	Seeking Quotations	July	-
Stormwater_Line_PBC	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	July	August
Stormwater_Point_PBC							
Switchboard_Meter_PBC							
Wall_Fences_PBC (including gates)	PRV Fence	-	\$ 13,630.00	\$ 13,630.00	Completed	May	June
	Roystonia Boom		\$ 25,000.00	\$ 20,170.73	Completed	-	June
Wastewater_Line_PBC							
Wastewater_MH_PBC							
Wastewater_RM_PBC							
Water_Lines_PBC	Marine Drive North Mainline replacement	\$ 1,000,000.00	\$ -	\$ -	No Longer Required		
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 250,000.00	\$ 50,000.00	\$ -	NYS	August	October
	Fire Hydrant Replacements		\$ 50,000.00	\$ -	NYS	August	October
	83 Residential Water meter replacements		\$ 80,000.00	\$ -	Seeking Quotations	July	September
WW_H_Connection_PBC							
Total		\$ 2,840,706.00	\$ 1,995,033.00	\$ 429,548.91			



PTBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	Start Date - Estimate
Bridges_PTBC							
Buildings_PTBC	Security Roundhouse - A/C Replacement	\$ 6,625.00	\$ 6,625.00	\$ 4,347.14	Completed		
Electrical_Lights_PTBC	Replacement end of life assest	\$ 20,990.00	\$ 50,000.00	\$ 10,500.00	In progress	Ongoing	Ongoing
Facilities Equipment_PTBC							
FTTH_PBC							
Harbour_PTBC (including revetment walls)							
Hydraulic & Electrical Supplies							
Irrigation_Control_PTBC (inc A Class water)							
Irrigation_Mains_PTBC							
Irrigation_Valves_PTBC							
Kerb_PTBC	MDN entry Repairs	\$ -	\$ 20,000.00	\$ -	NYS	July	August
Landscape_PTBC (including parks and playgrounds)	LMP Upgrades	\$ 75,000.00	\$ 50,000.00	\$ -	NYS	Ongoing	Ongoing
Path_PTBC							
Pumps_PTBC	Contingency Pump Station 18	\$ 10,000.00	-	\$ -			
	Building Management System		\$ 10,000.00		Approved	June	August
Reports		\$ 20,000.00	\$ 20,000.00	\$ -			
Roads_PTBC (including parking)							
Security_System_PTBC	Camera Replacements CCTV Stage 3	\$ 38,522.00	\$ -	\$ -	Postponed		
Stormwater_Line_PTBC							
Stormwater_Point_PTBC							
Switchboard_Meter_PTBC	Switchboard Upgrades	\$ 18,150.00	\$ 18,150.00	\$ -			
Wall_Fences_PTBC (including gates)							
Wastewater_Line_PTBC							
Wastewater_MH_PTBC							
Wastewater_RM_PTBC							
Water_Lines_PTBC							
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 38,701.20	\$ 19,350.50	\$ -	NYS	August	October
	Fire Hydrant Replacements		\$ 19,350.70	\$ -	NYS	August	October
WW_H_Connection_PTBC							
New Asset - Facilities Compound							
New Asset - Rotary Memorial							
Total		\$ 227,988.20	\$ 213,476.20	\$ 14,847.14			





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

Body Corporate Committee	Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee		
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
Date and Time of meeting	Thursday, 19 June 2025		
Meeting Chaired by:	Mr Paul Kernaghan		
Meeting start time:	2:31 pm	Meeting finish time:	3:29pm

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

Mr Stephen Anderson (SA) to Paul Kernaghan (PK)

APOLOGIES

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 15 May 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	1

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 May 2025 as tabled.

Notes:

CM – A Class water -all equipment retrieved from Hydrovision, Current position for the remining works will be able to be met within the contingency. TEW to update work required in the next few months.

Yes	5
No	0
Abstain	0

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

3 PBC Financial Statements CARRIED

Proposed by: The Chairperson

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

Notes:

Yes	5
No	0
Abstain	0

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

4	PBC Actual v Budget Analysis		CARRIED
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Proposed by: The Chairperson

Yes	5
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 31 May 2025 as tabled.

Notes:

MY – budgets were finalised before contracts agreed, some contracts over/under. SF projects not yet commenced, projected expenditure is held within planned project spend. As EOFY draws closer these will be reviewed/updated.

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

5	PBC Legal/Consultant Costs Summary		CARRIED
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Proposed by: The Chairperson

Yes	5
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:

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

6	PTBC Financial Statements		CARRIED
----------	----------------------------------	--	----------------

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Notes:

*MY – expect significant increase in electricity and recommendation to utilise 3rd party electricity procurement provider to procure rates for a new contract.
Water is over budget due to water variance budget allocation is lower than actual.
– admin fund requires stringent monitoring, PK suggested borrowing for SF if necessary.*

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

Yes	5
No	0
Abstain	0

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

Notes:

MY – no prior surplus applied for the purpose of levies.

Any questions to be directed to MY before the budget is finalised.

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

8 PTBC Legal/Consultant Costs Summary CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes there was no expenditure incurred during the year to date period to 31 May 2025 at the end of month accounts closure.

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

9 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be Thursday, 17 July 2025 at 14:30.

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

GENERAL BUSINESS

n/a

Chairperson:

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 31 MAY 2025**

Details	Actual YTD MAY 2025	Budget YTD MAY 2025	Variance \$	Variance %	FYF FY2025	Budget FY 2025	Variance \$	Variance %
Income								
Admin Fund Levy	8,629,386	8,629,386	-		11,505,866	11,505,866	-	
Expenses			-					
Accounting - Audit & Tax	-	-	-		4,584	4,584	-	0.0%
Administrative Expenses	58,960	66,524	7,564	11.4%	123,557	113,810	(9,747)	(8.6)%
PTBC Levy - Administration Fund	562,255	562,255	-	0.0%	749,685	749,685	-	0.0%
PTBC Levy - Sinking Fund	371,400	371,400	-	0.0%	495,200	495,200	-	0.0%
Management Fees	1,161,020	1,161,020	-	0.0%	1,550,413	1,550,413	-	0.0%
Security services	2,869,960	2,869,960	-	0.0%	3,823,545	3,823,545	-	0.0%
Network Manager Service Fees	224,163	240,279	16,116	6.7%	411,907	411,907	-	0.0%
Consultants	4,960	27,180	22,220	81.8%	46,595	46,595	-	0.0%
Legal Services	9,323	37,135	27,812	74.9%	63,660	63,660	-	0.0%
Electrical	83,511	92,687	9,175	9.9%	153,758	153,758	-	0.0%
Fire and Safety	1,333	3,916	2,583	66.0%	21,210	21,210	-	0.0%
Grounds & Garden - contract	786,089	875,000	88,911	10.2%	1,347,582	1,500,000	152,418	10.2%
Grounds & Garden - other	81,121	144,732	63,611	44.0%	248,112	248,112	-	0.0%
Hire/Rental	40,833	59,020	18,187	30.8%	101,177	101,177	-	0.0%
Insurance	124,404	114,986	(9,418)	(8.2)%	209,719	197,119	(12,600)	(6.4)%
Irrigation	130,660	170,644	39,984	23.4%	159,629	292,532	132,903	45.4%
Plumbing	96,159	152,294	56,135	36.9%	255,942	255,942	-	0.0%
Repairs & Maintenance	80,643	106,186	25,543	24.1%	173,214	173,214	-	0.0%
Road sweeping	49,972	39,538	(10,434)	(26.4)%	84,767	67,779	(16,988)	(25.1)%
Waste Removal - contract	612,123	537,786	(74,338)	(13.8)%	1,196,962	921,918	(275,044)	(29.8)%
Land Holding - rates and taxes	46,122	43,264	(2,858)	(6.6)%	83,735	74,167	(9,568)	(12.9)%
Utilities - electricity/gas	100,551	111,676	11,125	10.0%	191,445	191,445	-	
Utilities - water	152,380	239,745	87,365	36.4%	313,981	477,443	163,462	34.2%
Total Expenses	7,647,943	8,027,226	379,283	4.7%	11,810,378	11,935,215	124,837	1.0%

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 31 MAY 2025**

Details	Actual YTD MAY 2025	Budget YTD MAY 2025	Variance \$	Variance %	FYF FY2025	Budget FY 2025	Variance \$	Variance %
Recoveries: Income / (Expense)								
ARC net recovery	17,642	-	17,642	-	17,642	-	17,642	
Lot mow recovery	4,215	12,724	(8,509)	(66.9)%	4,215	21,813	(17,598)	(80.7)%
Water - Potable recovered	783,957	812,596	(28,639)	(3.5)%	1,625,192	1,625,192	-	0.0%
Water - Waste recovered	595,812	613,011	(17,199)	(2.8)%	1,226,022	1,226,022	-	0.0%
Water - oncharged	(1,379,769)	(1,425,607)	45,838	3.2%	(2,851,214)	(2,851,214)	-	0.0%
Electricity - recovered	8,177	18,015	(9,837)	(54.6)%	12,258	30,882	(18,624)	(60.3)%
Debt collection fee recovery	(404)	-	(404)	-	(404)	-	(404)	
Certificate net income	3,274	-	3,274	-	3,274	-	3,274	
FTTH installation fees and rebates	55,870	-	55,870	-	55,870	-	55,870	
Total Recoveries: overs / (unders)	88,774	30,739	58,035	188.8%	92,855	52,695	22,474	42.6%
TOTAL Surplus /(Deficit)	1,070,217	632,899	437,318	69.1%	(211,657)	(376,654)	164,997	43.8%
C/fwd Operating Surplus	618,371	62,776	555,595	885.0%	618,371	376,654	241,717	64.2%
Administrative Fund Balance	1,688,588	695,674	992,913	142.7%	406,714	-	406,714	

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 31 May 2025

The Admin Fund YTD has resulted in a net surplus position of \$1.07m, \$437k favourable to the year to date budget.
Total expenses incurred YTD \$7.6m, \$0.38m (4.7%) favourable to budget.

Principal Body Corporate	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Category Variances YTD 31 May 2025					
Network Manager Service Fees	224,163	240,279	16,116	6.7%	1
Consultants	4,960	27,180	22,220	81.8%	2
Legal Services	9,323	37,135	27,812	74.9%	3
Grounds & Garden - contract	786,089	875,000	88,911	10.2%	4
Grounds & Garden - other	81,121	144,732	63,611	44.0%	5
Hire/Rental	40,833	59,020	18,187	30.8%	6
Insurance	124,404	114,986	(9,418)	(8.2)%	7
Irrigation	130,660	170,644	39,984	23.4%	8
Plumbing	96,159	152,294	56,135	36.9%	9
Repairs & Maintenance	80,643	106,186	25,543	24.1%	10
Road sweeping	49,972	39,538	(10,434)	(26.4)%	11
Waste Removal - contract	612,123	537,786	(74,338)	(13.8)%	12
Land Holding - rates and taxes	46,122	43,264	(2,858)	(6.6)%	13
Utilities - electricity/gas	100,551	111,676	11,125	10.0%	14
Utilities - water	152,380	239,745	87,365	36.4%	15

Notes:

1. Network Manager Service Fees: Includes Opticomm, Calix, IT support fees and FTTH maintenance works. Timing variance.
2. Consultants: Refer to the attached Legal & Consultant fee schedule. Timing variance.
3. Legal Services: Refer to the attached Legal & Consultant fee schedule. Timing variance and expect a further \$54k in expenditure for the remainder of the year and will result within budget.
4. Grounds & Garden – contract: Contract price effective from November 2024 came under projected budgeted expense, which will result in a favourable variance against budget for the full year.

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 31 May 2025

5. Grounds & Garden – other: Tree management, general maintenance and mulching fall under this category. Timing variance.
6. Hire / Rental: Compound Rental and Buggy Path costs are reflected in this category. Timing variance
7. Insurance: Variance reflects the difference between the budgeted increase in insurance premiums and the actual renewal costs, which were higher than the budgeted assumptions. Projecting an estimated \$12.6k increase for the full year result.
8. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
9. Plumbing: Savings driven by materials/maintenance incurred expenses are coming in lower than the straight-lined budget. Timing variance
10. Repairs & Maintenance: Timing variance, with savings driven predominantly by R&M for Roads, Harbour, and Gross Pollutant Trap maintenance works which have not yet been incurred. Timing Variance.
11. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense, which will result in an unfavourable variance against budget for the full year.
12. Waste Removal Contract: The November 2024 contract resulted in a significantly higher price increase than budgeted, which will result in an unfavourable variance against budget for the full year.
13. Land Holding – rates and taxes: Land tax increases expected based on comments from OSR at a rate of a further 10% or projected land tax for YE 30 June 2025.
14. Utilities – Electricity/Gas: Timing variance due to straight lined budget.
15. Utilities – Water: Water charges were budgeted at \$450k for the year to account for projected costs related to water variances and other water costs. Tracking positively against budget, with unrecovered water variances YTD being lower than budgeted.

Aged Balance List:

- Mutual revenue receivables balance is \$0.6k.
- Second Debtors receivables balance is net \$2k
- Creditors balance is \$1.08m and expected to clear in June 2025

Summary of Legal costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Budget	Admin fund
			\$ 63,660
Supplier	Description		
Grace Lawyers / Chambers Russell	PBC v Buttner		8,926
Grace Lawyers	General Retainer		397
<i>Approved Costs not yet invoiced or completed</i>			
<i>Grace Lawyers</i>	<i>QCAT</i>		<i>3,000</i>
	<i>Administration Agreement</i>		<i>1,931</i>
<i>Chambers Russell</i>	<i>QCAT</i>		<i>38,254</i>
	<i>FTTH</i>		<i>10,719</i>
			63,226
		Budget Balance	434

Summary of Consultant costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Budget	Admin fund
			\$ 46,595
Supplier	Description		
Directors Australia	Governance Review - Stage 3	\$	9,150
Urban Play	Jabiru Park Safety Inspection	\$	450
Knobel Consulting	Accrual release - work order cancellation	\$	(4,640)
			4,960
		Budget Balance	41,635.00

SANCTUARY COVE PRINCIPAL BODY CORPORATE
Unaudited: Sinking Fund expenditure
YTD 01/11/24 - 31/05/2025

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Projected Spend summary
Annual Contribution - as per AssetFinda		2,415,010		1,811,233			
Interest received - excluding YTD Tax		80,322		222,639			
Total Including Interest		2,495,332		2,033,873			
Spend per Asset Finda							
Bridges_PBC	452,261	50,000		-		502,261	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(161,777)	-	311,024	PROJECT: Year 3 - Tulip Light Upgrade Completed - Invoices pending Replacement of end of life assets
Facilities_Equip		6,000	(706)	(165)	(1,000)	4,835	PROJECT: Replacement assets per AssetFinda \$1k - Not started
FTTH_PBC	266,491	-	(40,000)	(495)	(40,000)	225,996	PROJECT: Spare parts/end of life assets - may not be required \$40k - Not Started
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	-	(45,000)	811,678	PROJECT: ONU # Security/PABX system upgrade - \$TBA - EOI
Hydraulic & Electrical Supplies (inc vehicles)	30,227	50,000	-	-	-	80,227	PROJECT: Rectification of timber walkways/jettys - Not Started - Projected start - Aug
Irrigation_Control_PBC (inc A Class water)	(284,418)	491,117	(200,000)	(147,044)	(200,000)	(140,345)	PROJECT: Sanctuary Greens verge irrigation \$200k - Projected start Jul/Aug
Irrigation_Mains_PBC	315	-	-	-	-	315	Hydrovision - legal + net settlement+ TEW electrical Infrastructure costs \$149.7k
Irrigation_Valves_PBC	101,058	(31,506)	-	-	-	69,553	
Kerb_PBC	(411,552)	690,000	-	-	(30,000)	248,448	PROJECT: Yr 4 - Kerbing, Yr 1 - Village Gates (deferred from FY2024) awaiting Mulpha
Landscape_PBC (including parks and playgrounds)	161,568	-	(350,000)	(158,337)	(191,663)	(188,432)	PROJECT: Landscape Management Plan - Phase 2/3 \$181k - YTD spend \$111k PROJECT: Silky Oaks replacement - The Parkway \$130k PROJECT: Darwinia Park upgrade \$33.9k - YTD spend \$39k
Path_PBC	756,603	(200,000)	-	-	-	556,603	
Pumps_PBC	124,703	-	(270,000)	(6,626)	(270,000)	(151,922)	PROJECT: Pump Station access lid upgrades \$55.4k PROJECT: Check and Isolation Valve Replacements \$15k PROJECT: Building Management System \$130k Replacement Pump #22 Guide, Claws Pump #5 -YTD spend \$6.6k
Reports	157,625	20,000	(50,000)	5,670	(50,000)	133,295	PROJECT: Reports \$50k - Not Started Release of accrued report expenses (\$5.7k)
Roads_PBC (including parking)	339,933	50,000	(300,000)	(7,305)	(285,000)	97,628	PROJECT: Schotia Island Intersection upgrade - Projected start - August Driveway repairs Riverview Crescent \$3.4k, Broken Hills Dr \$3.9k
Security_System_PBC (including alarm monitoring)	805,751	630,000	(150,000)	-	(235,000)	1,200,751	PROJECT: CCTV servers upgrade - Stage 3 \$170k - Projected start - July
Stormwater_Line_PBC	362,710	79,917	-	(9,116)	(120,000)	313,511	PROJECT: Jacques Gate Intercom Upgrade \$65k - Projected start - July
Stormwater_Point_PBC	232,606	62,000	-	-		294,606	PROJECT: Reventment wall - Rectification Works \$120k - Projected start - June
Switchboard_Meter_PBC	212,142	30,000	-	(38)		242,104	
Wall_Fences_PBC (including gates)	100,769	126,328	-	(9,727)	(28,036)	189,334	PROJECT: PRV Fence \$13.6k - Project Start - May/June
Wastewater_Line_PBC	500,000	-	-	-	-	500,000	PROJECT: Roystonia Boom \$24k - YTD spend \$9.8k
Wastewater_MH_PBC	466,133	(150,000)	-	-	-	316,133	
Wastewater_RM_PBC	380,000	(200,000)	-	-	-	180,000	
Water_Lines_PBC	245,585	568,882	(1,000,000)	-		814,467	Originally planned replacement for water variance improvement - no longer required
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	360,368	140,000	(250,000)	(106,454)	(250,000)	143,914	PROJECT: Sluice Valve Replacements \$50k Projected start - August PROJECT: Fire Hydrant Replacements \$50k Projected start - August PROJECT: Residential Water Meter Replacement \$80k Projected start - August PROJECT 2024: Residential Water Meter Replacement Deferred to 2025 - \$140k - Project spend to date \$140k
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
Vehicles	(5,149)	-	-	-	-	(5,149)	
Total Spend	6,750,313	2,489,256	(2,840,706)	(601,413)	(1,745,699)	6,892,458	

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 31 MAY 2025

Details	Actual YTD MAY 2025	Budget YTD MAY 2025	Variance \$	Variance %	FYF FY2025	FYB FY2025	Variance \$	Variance %
Income								
Admin Fund Levy	1,194,791	1,194,810	(19)	(0.0)%	1,593,082	1,593,082	-	0.0%
Non Mutual Revenue - Certificates	1,065	-	1,065		1,065	-	1,065	
Non Mutual Revenue - Interest	-	-			14,794	-	14,794	
Expenses								
Accounting - Audit & Tax	659	1,756	1,097	62.5%	3,731	3,731	-	0.0%
Administrative Expenses	12,071	14,920	2,849	19.1%	26,067	26,067	-	0.0%
Management Fees	371,690	371,690	-	0.0%	496,350	496,350	-	0.0%
Security services	62,494	62,494	(0)	(0.0)%	85,929	85,929	-	0.0%
Consultants	-	5,715	5,715	100.0%	3,000	9,797	6,797	69.4%
Legal Services	-	12,403	12,403	100.0%	3,000	21,263	18,263	85.9%
Bad Debt Expense	-	-	-		-	-	-	
Electrical	20,899	22,212	1,312	5.9%	37,211	37,211	-	0.0%
Fire and Safety	700	1,697	997	58.7%	4,362	5,144	782	15.2%
Grounds & Garden	117,326	145,833	28,507	19.5%	201,132	250,000	48,868	19.5%
Grounds & Garden - other	60,971	67,083	6,112	9.1%	110,000	115,000	5,000	4.3%
Insurance	39,887	56,946	17,059	30.0%	86,401	97,621	11,220	11.5%
Irrigation	43,642	62,663	19,021	30.4%	106,503	107,422	919	0.9%
Plumbing	10,007	14,945	4,938	33.0%	24,624	24,624	-	0.0%
Animal Management	22,300	58,700	36,400	62.0%	82,122	102,200	20,078	19.6%
Repairs & Maintenance	81,072	94,163	13,091	13.9%	154,644	154,644	-	0.0%
Road sweeping	16,891	15,653	(1,238)	(7.9)%	28,256	26,834	(1,422)	(5.3)%
Land Holding - rates and taxes	17,875	16,633	(1,241)	(7.5)%	28,514	28,514	-	0.0%
Utilities - electricity/gas	84,698	59,316	(25,382)	(42.8)%	113,674	101,674	(12,000)	(11.8)%
Utilities - water	31,115	14,643	(16,472)	(112.5)%	62,333	25,103	(37,230)	(148.3)%
Total Expenses	994,306	1,099,474	105,168	9.6%	1,657,860	1,719,137	61,276	3.6%
TOTAL Surplus /(Deficit)	201,550	95,336	106,214	111.4%	(48,919)	(126,056)	77,137	61.2%
C/fwd Operating Surplus	64,909	73,533	(8,624)	(11.7)%	64,909	126,056	(61,147)	(48.5)%
Administrative Fund Balance	266,459	168,869	97,590	(57.8)%	15,990	-	15,990	

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 May 2025

The Admin Fund has resulted in a surplus position of \$201k (111%) favourable to budget.

Total expenses incurred YTD \$994k, \$105k (9.6%) favourable to budget.

Primary Thoroughfare Body Corporate Category Variances YTD 31 May 2025	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Legal Services	-	12,403	12,403	100.0%	1
Grounds & Garden	117,326	145,833	28,507	19.5%	2
Insurance	39,887	56,946	17,059	30.0%	3
Irrigation	43,642	62,663	19,021	30.4%	4
Animal Management	22,300	58,700	36,400	62.0%	5
Repairs & Maintenance	81,072	94,163	13,091	13.9%	6
Road sweeping	16,891	15,653	(1,238)	(7.9)%	7
Land Holding - rates and taxes	17,875	16,633	(1,241)	(7.5)%	8
Utilities - electricity/gas	84,698	59,316	(25,382)	(42.8)%	9
Utilities - water	31,115	14,643	(16,472)	(112.5)%	10

Notes:

1. Legal Services: No Legal Services incurred to date.
2. Grounds & Garden: Contract price effective from November 2024 came under projected budgeted expense.
3. Insurance: Savings are expected in insurance expenses, at this stage deemed as timing variance.
4. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
5. Animal Management: Biodiversity plans have been established and expect to maintain a surplus in this account for the current year.
6. Repairs & Maintenance: YTD balance is favourable \$13k. This category includes Gate repairs of \$47k, exceeding budget by \$21k. The overrun is currently offset predominantly from savings against other R&M classes of expenses such as Roads \$14.8k, Road sanding \$22.5k, CCTV \$2.9k and fences \$3.2k. Timing variance.
7. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense.
8. Land Holding – timing variance.

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 May 2025

9. Utilities – Electricity/Gas – Electricity rates have gone up significantly, and currently seeking proposals from 3rd party Electrical procurement specialists. Full year forecast currently updated to recognise the YTD variance against budget.
10. Utilities – water – The water variances are within industry allowable variance ranges however PTBC budget for the year only allowed for \$25k for the full year resulting in an overrun in expenditure.

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance 703k – all current.
- Second Debtors receivables balance is \$8.6k, \$4k is current and \$4.7k relates to gate damage recovery invoices all at 120+ days and project that the costs will be unrecoverable.
- Creditors balance is \$929.2k, all of which is current.

Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
YTD 01/11/24 - 31/05/2025

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Comments
Annual Contribution - as per AssetFinda		1,052,300		789,225			
Facilities Compound rental		72,240		40,833			Facilities compound rental
Livingstonia Path access		25,800					Right of use to cover costs of installation
Interest received		28,609		43,402			Interest earned before tax accrued
Total Including Interest	1,059,782	1,178,949		873,461	-		
Spend per Asset Finda							
Bridges_PTBC	119,970	38,442		-	-	158,412	
Buildings_PTBC	9,412	50,000	(6,625)	(570)	(6,625)	90,656	Ceiling Fan Installation \$570
Electrical_Lights_PTBC	218,166	36,048	(20,990)	(10,500)	(10,490)	262,941	PROJECT: Air Conditioner Replacement - Roundhouse - not started
Facilities Equipment_PTBC	1,000	166		-	-	1,166	PROJECT: Replacement of end of life assets - In progress
FTTH_PTBC	725,200	99,452		-	-	5,000	
Hydraulic & Electrical Supplies	(7,888)	7,661		-	-	(0)	
Irrigation_Control_PTBC (inc A Class water)	2,003	-		(74,041)		(13,941)	A Class Water - 30% share of Energex works
Irrigation_Mains_PTBC	0	-		(9,160)	-	0	Relocation of Irrigation Main Line Pipe
Irrigation_Valves_PTBC	88,015	-		-	-	88,015	
Kerb_PTBC	(149,733)	375,000		-	(20,000)	205,268	PROJECT: Repairs for roads - Marine Dr N - Projected May
Landscape_PTBC (including parks and playgrounds)	470,593	-	(75,000)	(4,262)	(50,000)	518,472	Adelia Entry Garden Extension, Concrete Pads for seats at Memorial Island \$4.3k
Path_PTBC	348,765	110,000		-	-	458,765	PROJECT: LMP Upgrades - Ongoing
Pumps_PTBC	(11,776)	30,000	(10,000)	-	(10,000)	8,224	PROJECT: Contingency for Pump St 18
Reports	(30,492)	10,000	(20,000)	(0)	(20,000)	0	PROJECT: Reports TBC
Roads_PTBC (including parking)	(53,165)			-	-	86,194	
Security_System_PTBC	(79,353)	50,000	(38,522)	(18,477)		14,588	Network Switch replacements for Gates
Stormwater_Line_PTBC	50,000	(45,000)		-	-	5,000	
Stormwater_Point_PTBC	37,100	72,400		(3,680)		105,820	Stormwater Surrounds and grates
Switchboard_Meter_PTBC	73,025	-	(18,150)	-	(18,150)	54,875	PROJECT: Switchboard Upgrades - Not Started
Wall_Fences_PTBC (including gates)	(148,255)	103,269		(39,310)		19,211	Damaged panel replacement - Santa Barbara & SC Blvd
Wastewater_Line_PTBC	413,712	-		-	-	413,712	Generators for Gates
Water_Lines_PTBC	141,040	33,341		-	-	174,381	Retaining wall - Entry Lake \$8.8k
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	-	(38,701)	-	(38,701)	0	PROJECT: Sluice Valve Replacement - Projected Aug
WW_H_Connection_PTBC	71,120	-		-	-	71,120	PROJECT: Fire Hydrant Replacement - Projected Aug
Building-Contractors Compound	(288,989)	208,170		-	-	0	
Vehicles	(23,464)	-	-	-	-	(0)	
	-			-	-	-	
Total Spend	1,882,895	1,178,949	(227,988)	(160,000)	(173,966)	2,727,878	



#	MEETING DATE	RESOLUTION	RESPON SIBILITY	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"> Stage 2 commence working group 2025. RBC resolution to be confirmed 	Ongoing
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> Gates structure and design, the mirror image of the Pines. Road reopened. Extended to June 2025, New Gates has been installed. A motion will be tabled at the PBC EGM regarding the works to be carried out within the PBC area, with commencement scheduled August. 	Commenced mid July 24
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> SF advised lighting hasn't been budgeted for, however may be able to utilise Solar ones at Village gates once completed. Boom gate not far from operational Follow up email of update sent to Simone 2/06/2025 Works completed – Boom/housing was struck by a resident; repairs have been carried out and the boom is now fully operational. 	Completed
427	05/23	PBC FTTH Network Solution	PBC	<ul style="list-style-type: none"> PBC EGM approved extension of one year contract OptiComm. Shaun Clarke is tasked this with SF & MT. SC gave an update at EGM March 2025 	Ongoing



				<ul style="list-style-type: none"> Obtaining Legal advice on services outside gates May 25 – written report and list EOI consultants and residents – Sent 	
#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
				As of 07/05/2025 3x Consultants 2x Residents <ul style="list-style-type: none"> RFQ sent, interviews with respondents underway – Submission deadline 18th July 2025. As of 09/05/2025 - 5x Consultants – sent RFQ	
429	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> Purchasing policy to be updated – Finance Manager and In-House Counsel. In-House Counsel working on finalising the amended purchasing policy. 	2025 Governance Review
430	07/24	Secondary Thoroughfare By-Law	PBC	<ul style="list-style-type: none"> Visitor's Parking Signage Email sent 4/9/24 for gazettal. On hold, waiting for 2 new amendments to be passed at March EGM to resubmit. Resubmitted with new amendments, awaiting to be gazetted. Email back requesting more information, with Brogan to follow up with contact. 	Passed at PBC EGM July 24
431	2025	Administration & Facilities Agreements	PBC	<ul style="list-style-type: none"> Drafts completed by Brogan for consideration. PBC seeking a legal review from Chambers Russell. 	Ongoing

				<div><div></div><div>Updated drafts will be presented at June PBC EGM.</div><div>Motion at July EGM</div></div>	
432	2024	Governance Review	PBC	<div><div></div><div>2024 Directors Australia provided Blueprint</div><div>2025 Lead by Simone Hoyle (SH) as Governance Project Lead</div><div>Monthly updates from SH at PBC meetings.</div></div>	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:**