



**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 17 July 2025 at 9:00 AM  
**Meeting time:** **09:00am – 11:40am**  
**Chairperson:** Mr Stuart Shakespeare

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**ATTENDANCE**

**The following members were Present in Person at the meeting:**

Lot 1712 Mr Brian Earp  
Lot 107045 Mr Paul Kernaghan (Treasurer)  
Lot 107128 Mr Stuart Shakespeare (Chairperson)  
Lot 107209 Ms Dianne Taylor  
Lot 107399 Mr Tony McGinty  
Lot 107442 Mrs Cheryl McBride (Secretary)

**The following members present by Voting Paper and In Person:**

Lot 107442 Mrs Cheryl McBride Committee member present (pre-voted)

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

Lot 107217 Mr 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)  
Mrs Brogan Watling – In-House Counsel (BW)  
Mrs Simone Hoyle – Governance Review (SH)

**Apologies:**

Mr Mark Winfield

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

## Motions

### 1 Body Corporate - Approval of Previous Minutes 12th June 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

**CARRIED**

**RESOLVED** that the Minutes of the PBC Executive Committee Meeting held on 12<sup>th</sup> June 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	1

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

### 2 Approval of PBC EC VOC Minutes 10th July 2025 (Agenda Item 6.2)

Submitted by Committee

**CARRIED**

**RESOLVED** 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	7
No	0
Abstain	0

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

### 3 Approval of ARC Report 7th July 2025 (Agenda Item 6.3)

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 7<sup>th</sup> July 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 7th July 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 7th July 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 Snr Body Corporate Manager, at its meeting held 7th July 2025.

Yes	7
No	0
Abstain	0

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

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

Submitted by Committee

**CARRIED**

**RESOLVED** 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	7
No	0
Abstain	0

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

**7. Correspondence for Information:**

**CFI 3 – Recurring errant golf balls:**

- The issue is between the owner and golf club.
- **Action:** Jodie to draft a response for Cassie to review and advise owner.

**CFI 4 – Re-nomination of Stuart Shakespeare as PBC Nominee Director to SCCSL & Amendment to Shareholders Agreement:**

- Three documents have been sent to the MNs regarding information around the Shareholders Agreement and SCCSL Constitution.
- Clause 5.11 of the Shareholders Agreement requires an SCCSL Director, who is also the Chairperson of the PBC, to resign if they cease to be the Chairperson. It is recommended that this section be amended, rather than deleted, to ensure:
- If the chairperson is no longer eligible to hold the position she/he can fulfill the term of the directorship only with the support of the PBC via an ordinary resolution.
- **Action 1:** Secretary to submit motion to the PBC EGM in July for amendment of the Shareholders Agreement
- **Action 2:** If passed at PBC level, Secretary to submit motion for the August PTBC EGM.

**8. Correspondence for Action:**

**CFA 1 – Land Tax:**

- It was suggested PBC seek legal advice on land tax liability re the Secondary Thoroughfare. for the 2026/27 financial year
- **Action 1:** Invoices submitted to the July PBC EGM for payment.
- **Action 2:** PBC EC to seek opinion from specialist lawyer.

**CFA 2 – Taymardan letterbox drop:**

- PBC agreed to cease this service as the alternative is available through Australia Post.
- **Action:** Chairperson to draft a response re the PBC's decision. Jodie to communicate decision to Stephanie.

**CFA 3 – Fee for PBC record (Bauhinia):**

- **Action:** Jodie to send the PBC form and invoice to Mr Leslie for completion and payment.

**CFA 4 – Planter Box on Secondary Thoroughfare (Darwinia):**

- PBC decided that Mulpha personnel are responsible for remediation. A final inspection was not completed prior to the bond return. As a result, the location of the planter box was not detected.
- Building Approvals confirmed the above.
- The planter box is on secondary thoroughfare and should be removed. It would be unwise to set a precedent of allowing building on the secondary thoroughfare.
- **Action:** Jodie to inform Julie, from Mulpha, and the Lot owner advising them of the outcome i.e. imminent removal of the planter box.

**CFA 5 – Solar Panels on Jabiru Toilet block (Zieria):**

- The Chairperson completed a site visit to lot 1862, with Mike (Security) and Shanyn (Facilities Manager) to address the appearance of the solar panels erected on the roof of the toilet block at the Kids Playground.
- Suggestions included:
  1. a small screening around the back of the solar panels,
  2. planting some trees along the fence line; and
  3. slats on top of the owner's fence.
- It was suggested a card indicator lock on the toilet block for residents to access with their ID cards.
- **Action 1:** Stuart to discuss suggestions with the PBC members at the July EGM including the MN for Zieria.
- **Action 2:** Survey to be conducted on boundary lines for the park & 1862.

**9. Reports for Information:**

- Noted.

**10. General Business:****Governance Review Update – Simone Hoyle:**

- Three things the taskforce has recently achieved.
  1. Drafts for Code of Conduct and Conflict of Interest.
  2. Providing clarity for both policies.
  3. A soft copy to be distributed to the PBC EC for feedback
- On track with drafts for Roles and Responsibilities and Terms of Reference.
- **Action:** Brogan to review draft Conflict of Interest.

**RZABL Amendment:**

- A proposed amendment to go to the August PBC EGM as a motion in relation to vessels exceeding the pontoon allowance.
- **Action:** A proposed motion from the Chairperson for inclusion at the PBC EGM in August.

**FTTH Discussion:**

- An agreement is needed for Mulpha personnel to consider the terms required to meet the complete cost of connecting, maintaining and administering the FTTH to entities outside the residential gates. The initial agreement will be to connect Harbour 1 due to its near completion.
- PBC has received a draft agreement from Jason Carlson at Chambers Russell to safeguard the PBC and ensure complete cost recovery for all associated service.
- **Action:** Chairperson and Treasurer to send amendments to Legal Counsel for markup.

**MN for Tristania resignation:**

- MN for Tristania (Mark) resigned as MN for Tristania, PBC EC ordinary member and Chairperson for Tristania. He would like to remain as committee member for Tristania, if possible.
- **Action 1:** Body Corporate Manager to organise a VOC to appoint a new Chairperson and MN for Tristania.
- **Action 2:** Secretary to prepare process for filling the EC vacancy in readiness for the August EGM.

**Secondary thoroughfare amendment 6.3:**

- Department of Planning (Tyler) called Jodie to advise 6.3 in the amendment for the secondary thoroughfare would require legal opinion and could stall the other amendments. He advised removal of 6.3 to facilitate approval of the other amendments.
- The identified section of the by-law (6.3) shifts responsibility for improving the secondary thoroughfare to the owner. SCRA does not permit this.
- PBC EC agreed to table this as a motion to remove this section at the PBC EGM in July.
- **Action:** Jodie to include in the agenda for July as a special resolution.

**7081 Crossover installed:**

- The owner emailed PBC in relation to a breach letter requesting removal of the temporary kerb ramps. He complied and installed a crossover at his cost. He has complained that other owners have not complied and currently have ramps.
- PBC are awaiting the amendment of the secondary thoroughfare by-laws to be gazetted for clear enforcement of the removal of ramps.
- **Action:** Jodie to inform the owner of the outcome.

**Community Newsletter:**

- What does this look like, how regularly, what is included in it.
- **Action:** Cassie to compile a template and calendar for consideration.

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

**MEETING CLOSED** at 11:40 AM

Chairperson: Mr Stuart Shakespeare X.....