



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: Friday 15 August 2025 at 2:00 PM
Meeting time: **2:00PM – 4:15PM**
Chairperson: Mr Stuart Shakespeare

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 107399 Mr Tony McGinty
Lot 107442 Mrs Cheryl McBride (Secretary)

The following members present by Voting Paper and In Person:

The following members present by Voting Paper:

Lot 107209 Ms Dianne Taylor Electronic vote

The following members were present by Proxy:

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

Present by Invitation:

Mr Shaun Clarke – FTTH discussion
Mr Matt Gates – Ray White regarding letterbox drops
Mrs Jodie Syrett – Manager of Body Corporate (JS – Minute taker)
Mrs Brogan Watling – In-House Counsel (BW)
Mrs Cassie McAuliffe – General Manager (CMA)

Apologies:

Ms Dianne Taylor

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1 Approval of PBC EC Minutes 17th July 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 17th July 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		
Cheryl McBride	X		
Tony McGinty	X		

2 Approval of ARC Report 4th August 2025 (Agenda Item 6.2)

Submitted by Committee

CARRIED

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 4th August 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 4th August 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 4th August 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 4th August 2025.

Yes	6
No	0
Abstain	0

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

3 Proposed Stormwater Works and Tree Removal

Submitted by Committee

CARRIED

RESOLVED that the PBC EC approve Mulpha Developments to remove seven (7) palm trees located between Harbour One and 4602 The Parkway to facilitate the construction of stormwater mainlines associated with the Parkway Greens development, with the palms to be replanted by Mulpha in existing or adjacent areas as indicated by the submitted plan/image.

Yes	6
No	0
Abstain	0

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

7. Correspondence for Information:

CFI 8. Referee outcome – Harpullia

- It was noted that the referee's order concerning the property in Harpullia was unexpected given the apparent circumstances.
- The referee observed that the PBC has been submitting applications without reliance on sufficiently clear and robust RZABL.
- It was discussed that the RZABL require updating to provide greater clarity regarding breaches and to strengthen their enforceability.
- Recommendation is to obtain legal advice for amendments to RZABL.
- **Action:** Brogan to obtain 2 quotes to present to PBC EC.

8. Correspondence for Action:

CFA 2. Darwinia Drainage:

- SmartStone has confirmed its works will rectify the identified issue.
- It was noted that Landscape Solutions had previously provided an engineering solution prior to seeking a second comparative quotation from SmartStone.
- The contractors provide assurance the proposed drainage works will adequately resolve the flooding issues affecting the impacted lot owners. The risk of expenditure without resolution of the underlying problem was emphasised. CMA to obtain confirmation from SmartStone.
- CMA confirmed that written assurance from SmartStone has already been provided by Shanyn.
- **Action:** JS to put motion up at PBC EGM August with explanatory note.

9. Reports for Information:

- It was queried whether the reports provided at each meeting are fit for purpose. There is a lot of time going into the preparation of these reports Maybe they could be more condensed, and the content reviewed.
- **Action:** Cassie to re-evaluate and condense.

10. General Business:

10.1 Sanctuary Greens Irrigation:

- On track

10.2 Fees for the access of records:

- Motion to go up at PBC EGM for August.

10.3 Amendments to RZABs – amendment for moored vessels that are beyond pontoon capacity:

- Discussed under CFI 8.

10.4 Replacement of Mark Winfield on PBC EC:

- It was discussed whether the vacant EC position should be filled. It was agreed that, given the short timeframe until the next nomination period, the Committee would continue with six members until nominations are due.

10.5 Calling for nominations for the EC members 2025 AGM - timeline:

- **Action:** JS to provide Cheryl with PBC EC Nomination timeline.

10.6 Engagement of Cooper Grace Ward Lawyers for opinion on Land Tax:

- In progress, awaiting information from Lawyers.

10.7 Jabiru Toilet Block:

- Awaiting on information from inhouse Electrician and whether Hugh Martin's suggestion that there is another option such as alternative mains power from his area.

10.8 Community Newsletter:

- Recently been circulated to residents.

10.9 A possible PBC Motion to approve a level of delegated expenditure value for to the EC per annum:

- More consideration and discussion needed.

10.10 Oska Consulting – response from Mulpha and comparative quote:

- Awaiting on response from Mulpha to Shanyn.
- **Action:** Shanyn to chase up again.

10.11 Update from SCCSL PBC nominee directors:

- A document was distributed regarding update on Company Review.
- This included key challenges which the company faced and the proposed actions.
- This will be distributed to the PBC MN for August meeting.

10.12 Leslie v Buttner regarding outcome:

- Almost finalised, then a VOC will be issued.

10.13 Mulpha plan regarding fencing alongside Harbour 1:

- Noted. Plan issued

10.14 Biodiversity presentation date/time:

- To organise a time with PBC MN for when would suit.

10.15 Status of licence regarding buggy path Cypress Point:

- An agreement put together, however never signed. To be followed up.

10.16 Letterbox Drops – Matt Gates (MG) from Ray White attended for a discussion:

- MG advised that the Sanctuary Cove Australia Post had informed him there was no commercial benefit to the business in undertaking letterbox drops, as they do not receive any percentage of the associated fee.
- MG further reported that Sanctuary Cove Australia Post had indicated a discount would be available if a commitment of \$100,000 in letterbox drops per annum were made. MG noted, however, that such an arrangement would be counterproductive to the objectives the PBC is seeking to achieve the reduction in the volume of unaddressed mail to residents.
- BE recommended that MG engage directly with the SC PO owner, Alice.
- MG advised that Sanctuary Cove Australia Post does not wish to receive 20,000 copies per week over the counter. Instead, arrangements would need to be made for printing at an alternative office, with the material prepared and ready for distribution.
- The option that MG engage a contractor to undertake this work and permit the charging of the buggy and use of the station at his office for this purpose. An agreement will need to be signed between PBC and contractor if so.

10.17 FTTH Update – Shaun Clarke (SC):

- It was noted that the FTTH infrastructure currently in place appears to be in sound condition.
- The FTTH network presently delivers free-to-air television, internal telephone services, back-to-base security monitoring, fire and smoke alarm connectivity, and a basic internet service.
- It was further noted that NBN connections have been implemented by utilising the existing FTTH cabling.
- CSC, in conjunction with industry experts, has prepared a detailed six-page proposal for the purpose of obtaining quotations, and three responses have been received to date.
- The intention is that the proposal and comparative matrix be circulated through the Taskforce for review and consideration.
- The intention is to present to the Executive Committee in September a comprehensive proposal, following the completion of reference checks on the engaged experts, for its review and consideration.

10.18 Letter from Stephen Anderson on possible change to SCCSL Board composition:

- A letter just received by the PBC Chairman from Board Director Stephen Anderson was tabled regarding the PBC being given the balance of power on the Board by he being the only PTBC Director, on the basis that his tenure on the Board continues in lieu of retirement.
- Discussion ensued on the contents of the letter which was favourably received by those present.
- It was agreed the letter be distributed to the PBC and RBC committee members for consideration.

10.19 Letter from SCCSL Board on proposed governance review process

- A letter (with attachments) on the proposed governance review of SCCSL.
- Discussion ensued on the contents of the letter which was favourably received by those present.
- It was agreed the letter be distributed to the PBC and RBC committee members for consideration.

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

MEETING CLOSED at 4:15 PM

Chairperson: Mr Stuart Shakespeare X.....