



**NOTICE OF EXECUTIVE
COMMITTEE MEETING
OF THE PTBC**

Name of Property: SANCTUARY COVE PRIMARY Primary Thoroughfare Body Corporate
GTP: 201
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212
Date and Time of meeting Thursday 28 August 2025 at 12:30 PM

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

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

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
6. Motions
 - 6.1 Approval of Previous PTBC EC Minutes held on 26th June 2025
 - 6.2 Approval of Previous PTBC EC VOC Minutes - Electricity held on 10th July 2025
7. Correspondence for Information - See PTBC EGM

No	Date	From	To	Regarding

8. Correspondence for Action - See PTBC EGM

No	Date	From	To	Regarding

9. Reports for Information

No	Date	From	To	Regarding
----	------	------	----	-----------

1.	Jul 2025	SCCSL	PTBC	Ops Report
2.	17 July 2025	FSC	PTBC	FSC Minutes & Report
3.	July/August 2025	SCCSL	PTBC	Matters In Progress

Reply To
PO Box 15, Sanctuary Cove
QLD, 4212

VOTING PAPER

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

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Date and time of meeting: Thursday 28 August 2025 at 12:30 PM

Instructions

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

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

MOTIONS

1	Approval of Previous PTBC EC Minutes held on 26th June 2025 (Agenda Item 6.1)	Ordinary Resolution
---	----------------------------------------------------------------------------------	---------------------

Statutory Motion Submitted by Committee

THAT the Minutes of the PTBC Executive Committee Meeting held on 26th June 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	6.2 Approval of Previous PTBC EC VOC Minutes - Electricity held on 10th July 2025 (Agenda Item 6.2)	Ordinary Resolution
---	--------------------------------------------------------------------------------------------------------	---------------------

Submitted by Committee

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

Yes ☐

No ☐

Abstain ☐

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. 20250626 PTBC EC Minutes**
- 2. 20250710 PTBC EC VOC Minutes Electricity**
- 3. RFI 1. Ops Report July 2025**
- 4. RFI 2. EC June 2025_PBC_PTBC FSC Pack**
- 5. RFI 2. EC June 2025_SCCSL FSC Pack**
- 6. RFI 2. FSC Minutes 20250717 PBC_PTBC Approved PK**
- 7. PTBC MIP 20250821**
- 8. Proxy form - BC**



MINUTES OF EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212
Date and time of meeting: Thursday 26 June 2025 at 12:30 PM
Meeting time: **1:07PM - 1:21PM**
Chairperson: Mr Stephen Anderson

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 6,10,24,31,32,34,38,40	Mr Stephen Anderson
Lot 278	Mr Stuart Shakespeare

The following members present by Voting Paper and In Person:

The following members present by Voting Paper:

Lot 1,16,20,51,52,53,54	Mr Paul Sanders
-------------------------	-----------------

The following members were present by Proxy:

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

Present by Invitation:

Mrs Cassie McAuliffe – General Manager (CM)
Mrs Jodie Syrett – Manager of Body Corporate (JS minute taker)
Mrs Brogan Watling – In-House Counsel (BW)
Ms Shanyn Fox – Facilities Manager (SF)

Apologies:

Mr Barry Teeling
Mr Paul Sanders

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

Motions

1	Approval of Previous PTBC EC Minutes held on 24th April 2025 (Agenda Item 6.1)	ORDINARY RESOLUTION
---	-----------------------------------------------------------------------------------	------------------------

Statutory Motion Submitted by Committee	CARRIED
-----------------------------------------	---------

RESOLVED that the Minutes of the PTBC Executive Committee Meeting held on 24th April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	0

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

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

MEETING CLOSED at 1:21PM

Chairperson: Mr Stephen Anderson X.....

Minutes of the Vote Outside Committee Meeting

Body Corporate for SANCTUARY COVE PTBC EC CTS 201

Meeting Date	10 Jul 2025		
Date Notices Sent	08 Jul 2025		
Due by Date	10 Jul 2025		
Committee Members	Lot 6,10,24,31,32,34, 38,40	Mr S Anderson	Electronic vote
	Lot 1,16,20,51,51,52,53,54	Mr Paul Sanders	Electronic vote
	Lot 278	Mr Stuart Shakespeare	Electronic vote

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

THAT the PTBC Executive Committee approves the engagement of a professional electricity services consultant to undertake a no-cost review of the PTBC'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 PTBC spent \$85,000 on the supply of electricity with Origin up until 31st May 2025, with a forecast spend for the FY2025 year being \$114,000. The benefits on the PTBC 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 PTBC 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 : 3

No: 0

Abs: 0

Inv: 0

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 PTBC, 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 PTBC, with remuneration obtained via commissions from retailers and metering providers.</p>				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 3	B: 0		Inv: 0



OPERATIONS REPORT – JULY 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
July	Fire	General	Panic	Total					
YTD 2025	633	1457	468	2498	104	230	920	1758	164
YTD 2024	530	1460	439	2429	122	195	914	1908	240

Valet Services (July 2025 – YTD 2025)

	July 2025		July 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	26	\$208.00	20	\$160.00	135	\$1,080.00
Long Term Rental	5	\$1,000.00	12	\$1,200.00	63	\$7,900.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	3	\$114.00	3	\$114.00	54	\$2,073.00
Other	3	\$114.00	0	\$0.00	27	\$1,047.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	7	\$1,925.00	6	\$1,650.00	49	\$13,904.00
Total	44	\$3,361.00	41	\$3,124.00	329	\$26,254.00

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 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 - costings reviewed with Finance. Prepare proposal.</p> <p>Updated quote received from SAS. Prepare proposal.</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 statistics 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 July there were 201 Parking Infringement "Reminder Notices" issued, compared to 297 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	33	88	Felicia	4	6
Tristania	28	16	Fuschia	4	4
Zieria	25	43	Washingtonia	4	8
Alphitonia	12	0	Adelia	3	0
Schotia Island	11	19	Acacia	2	3
Caladenia	9	12	Alyxia	2	3
Harpullia	9	8	Cassia	2	1
Plumeria	9	8	Boat Ramp	1	0
Alpinia	8	24	Colvillia	1	4
Molinia	8	9	Justicia	1	0
Araucaria	7	14	Bauhinia	0	5
Darwinia	7	4	Livingstonia	0	2
Admin	6	0	Banksia	0	1
Roystonia	5	14	Woodsia	0	1
	177	259		24	38

Speed Sign/Camera

Sourcing a replacement speed camera compatible with the current Avigilon CCTV software has proven difficult, with indicative pricing starting from approximately \$11,000. We will revisit options for a speed software solution that can integrate with Avigilon as an alternative. In the interim, the existing camera's auxiliary battery pack will be custom rebuilt to make the camera operational.

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	317,463	68,188	10,564	2,369	373	94	399,051
Total	1,078,724	242,082	41,827	7,987	1340	289	1,372,249
% Current YTD	79.55%	17.09%	2.66%	0.59%	0.09%	0.02%	100.0%



May 2025	31,239	6,355	905	209	24	6	38,738
June 2025	29,161	6,242	662	201	12	4	36,282
July 2025	31,624	6,354	1,128	197	29	4	39,336
% Current MM	80.39%	16.16%	2.87%	0.50%	0.07%	0.01%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	56	18.07.25	1930 hrs
2204 The Parkway	91	25.07.25	1430 hrs

Operational

Security attended to 40 incidents for the month – 33 General and 7 Medical.

Thirty-Three (33) General Incidents:

- a) Eleven (11) were Person related including:
 - 1. A call to assist QPS with a missing person later located at the Hotel
 - 2. Verbal abuse by 2 women towards a Mulpha staff member
 - 3. A contractor dispute over an external house clean
 - 4. A couple heard arguing but not located
 - 5. A woman who alleged a domestic assault
 - 6. A homeless woman at the Hotel with a leg injury
 - 7. Intoxicated guest at the Hotel
 - 8. A mental health incident at a resident's home
 - 9. A noise complaint about a tile cutting saw
 - 10. An SMS text threat to a resident's teenage daughter
 - 11. Kids repeatedly knocking on a resident's door
- b) Seven (7) were Vehicle related including:
 - 1. A minor nose to tail accident
 - 2. A broken car window caused by a landscaper
 - 3. 5 x Damage to Gate caused by tailgating and driver inattention
- c) Fifteen (15) were Property related including:
 - 1. 6 x alarms in the Village for Fire/Power Fail/Tamper/Rearm
 - 2. 1 x Hotel Chapel alarm
 - 3. Damage to an Energex green buoy
 - 4. Grass fire at a vacant block at the Point Circuit
 - 5. 2 x fuel leaks from the Marina
 - 6. Theft of empty bottles from a Village recycle bin
 - 7. 3 x Water leaks at the Hotel, Village and Cassia Park



Seven (7) Medical incidents:

7 residents and these included:

- 5 patients suffered falls at home and suffered injuries to their arm, shoulder and head
- A woman with high BP
- A woman with chest pain and difficulty breathing

3 patients were transported to hospital.

40 Complaints were received:

	July 2025	June 2025	May 2025	April 2025
Residents	24	25	26	38
Subject not located	5	7	2	6
Rentals	9	6	9	0
Marina/Village/BCorp	2	0	7	3
TOTAL	40	38	44	47

Marine Patrols

There were 523 patrols of Marine Zones 1-5 by Eden (including transit between zones).

- Haven was deployed on 0 dayshifts and 0 nightshifts.
- Eden was deployed on 22 dayshifts and 19 nightshifts.

Marine patrols have been reduced due to the vessel Haven being out of service and staff shortages. The replacement of the motors on Haven are scheduled for 18 August.

July 2025	Haven	Eden	Totals
Zone1/Harbour 1	0	187	187
Zone 2/Harbour 2	0	104	104
Zone 3/Harbour 3	0	97	97
Zone 4/Harbour 4	0	61	61
Zone 5/Roystonia	0	74	74
Total Patrols	0	523	523
Day Patrols	0	22	22



Night Patrols	0	19	19
---------------	---	----	----

There were 15 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) All 15 incidents were related to fishing activities and were moved on without incident:
- 13 from a Marina pier
 - 2 from a Private Harbour

Visitor Management System and License Plate Recognition

	02/07/2025	04/08/2025
Residents registered with LPR	1,138	1,138
Total not registered with LPR	288	288
Total Lots	1,426	1,426
Resident vehicles/buggies LPR	5,543	5,473
Permanent visitor vehicles LPR	4,963	4,967
Total Vehicles	10,506	10,440
Residents registered VMS Portal	443	439
Res/Builder/multiuser same house	120	117
Number of VMS entries	2467	2438

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

LPR (License Plate Recognition) Registration by Residents: No change at 1138 or 80% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 4 to 439.

Active Users on VMS Portal: Decreased by 3 to 117 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Decreased by 29 to 2,438.



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.

No LPR issues raised, except for Golf Club members stating their plates were being denied at the gates after the end of the financial year rollover. To date, the complaints have now ceased, with only a few inquiries.

Workplace Health and Safety

A WHS Committee meeting was held on 30 June 2025.

- Emergency Response Procedures specific to Security are being updated
- Hazards June 2025- 19 total and 15 closed
- WHS Rep training is required for Committee members
- Annual Flu vaccination actioned
- Chainsaw training video and questionnaire finalised. Demonstration to be arranged with Facilities staff
- National emergency codes to be added to the back of Security ID cards
- Charging stations to be installed at Facilities Compound

Next meeting Friday 8 August 2025

Scheduled Works

Replacement motors for Security Boat Haven are scheduled for installation on 18 August.

Staff

There is one Security Officer vacancy after an employee was terminated due to performance issues within their probation.

Mike Telea
6 August 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
	➤ ARC Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson as soon as practical to for PBC EC approval.	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
	➤ RBC EGMs completed to approve budgets ahead of PBC EGM on 28 th August 2025.	In Progress

Additional BCS Operations

1. **Building Works** – Inspections are conducted weekly by BCS and daily by the Security Services Team.
2. **Compliance** – Weekly inspections are conducted, with reports forwarded to the PBC EC to prompt further action in cases involving three or more breaches. In July 2025, a total of five (5) breach letters were issued for RZABL compliance, accompanied by seventeen (17) courtesy emails; in addition, ten (10) breach letters were issued for parking compliance.
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 the changes with the Section 40 now called Body Corporate Certificate as of 1st August 2025. An email has been circulated to the RBC committees for reference.
5. **RBC EGMs** – Our RBC Extraordinary General Meetings have commenced 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 Manager.
6. **Staff Update** – Unfortunately Selena (Body Corporate Manager) has resigned, we are actively advertising for a replacement. Please ensure you email your RBC email address to ensure either Michael or Jodie can respond until we fill this role.

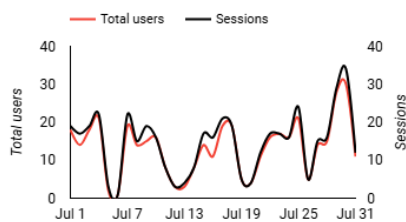
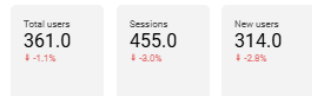


Website Traffic Overview – July 2025

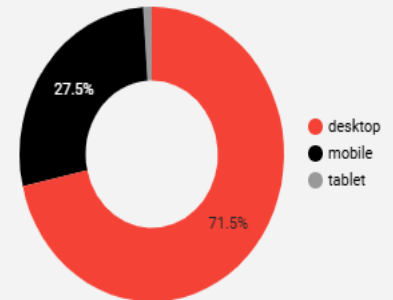
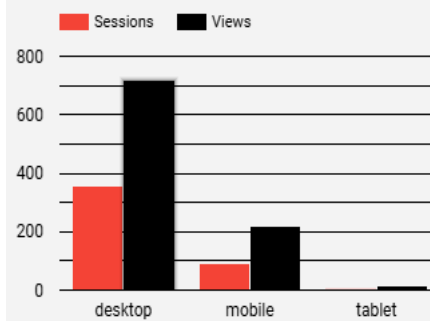
The graphs below provide a snapshot of the website activity throughout July 2025, highlighting total user numbers and session counts. Additionally, you'll find a breakdown of how users are accessing the site—whether by desktop, mobile, or tablet—offering valuable insight into user behaviour and device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

Users & Sessions

Users, sessions & new users



Device Performance



Legal Expenses

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 – JULY 2025

After Hours call outs

Date	PBC Emergency Repair
06 th July	Pump Station 23 – Obstruction in pump impeller
15 th July	Cassia Pump Station – Excess leak
19 th July	Pump station 23 – Pumps in overload, pump station running on single pump.
24 th July	Pump Station 22 & 23 Fault
28 th July	Pump Station 22 & 23 Fault (Replacement pump required)

****Pump 2, Pump Station 23:** Replacement pump has been ordered. **Pump Station 22:** PLC control fault identified; replacement unit has been ordered.

Date	PTBC Emergency Repair
	Nothing to report (NTR)

Contracts Subcommittee

FTTH Project – EOI Interviews of the 4 prospective consultants.

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	Jul-25
1. Quality of Standard - 11/11	8	7	9	9	7	8	9	10	10
2. Complaint/Compliment - Maximum of 5 complaints per month	3	9	5	0	0	0	1	0	0
3. Response and Repair timeframes (Work Requests)									
P1	100%	100%	100%	100%	100%	100%	100%	100%	100%
P2	100%	100%	100%	100%	100%	100%	0%	100%	100%
P3	33%	56%	53%	48%	0%	18%	72%	67%	50%
4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%
5 Reporting	100%	0%	0%	100%	100%	100%	100%	100%	100%
SPS	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
1. Complaint/Compliment - Maximum of 1 complaints per month	0	0	0	0	0	0	0	0	0
2. Schedule of Works	100%	100%	100%	100%	100%	100%	100%	100%	100%
3. Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%
4. Reporting	100%	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	Jul-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	4	5	8	6	6	6	0	5	7
2. Complaint/Compliment - Maximum of 3 complaints per month	0	6	0	0	0	0	5	0	1
3. Schedule	100%	100%	100%	100%	100%	100%	100%	100%	100%
4. Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%
5. Reporting	100%	0%	0%	100%	100%	100%	100%	100%	100%

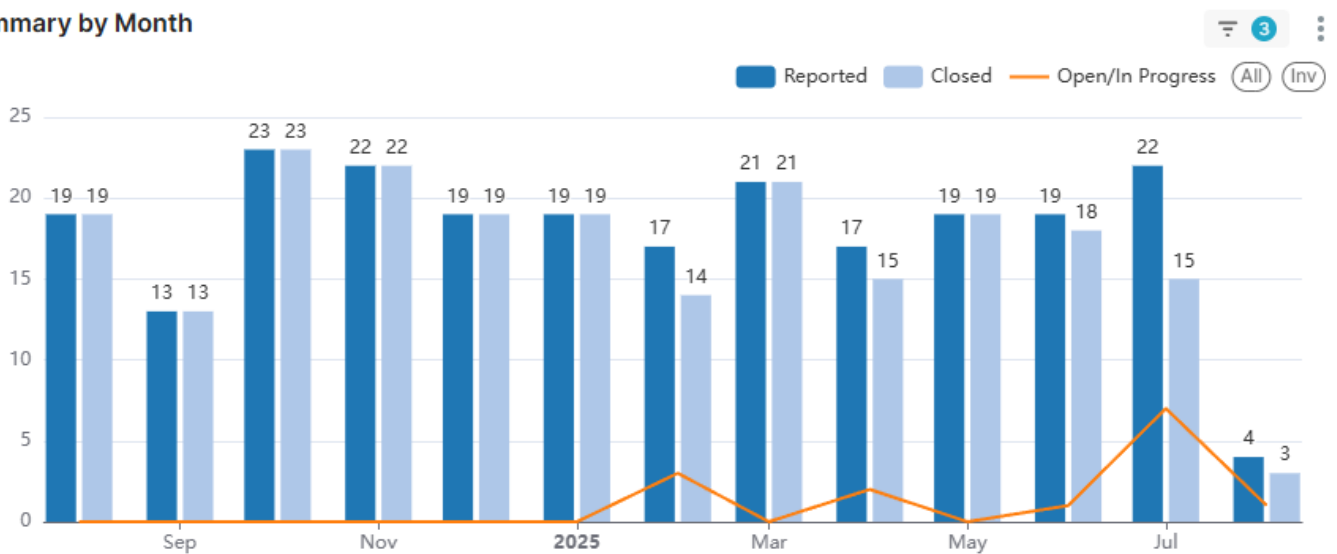


Hazard Identification/Reporting

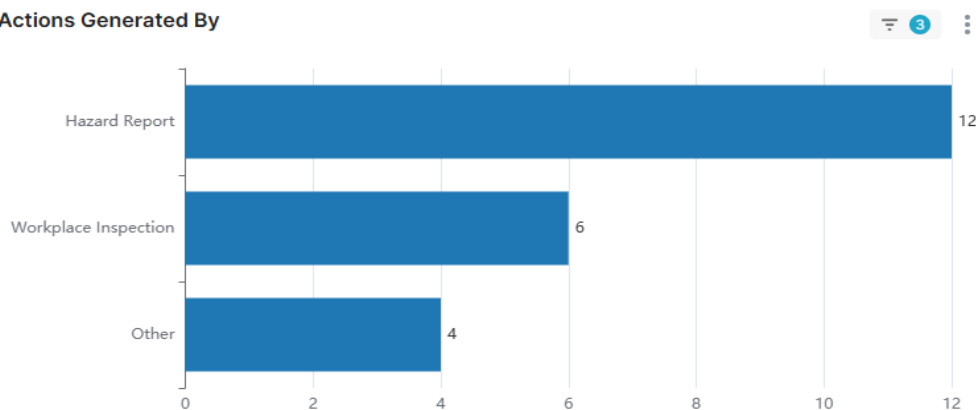
In July, a total of 22 hazards were reported. Of these, 15 hazards were closed during the same month, with 7 remaining open or in progress at the end of the reporting period.

- July recorded the second highest number of hazards reported year-to-date (22), representing an increase compared to previous months.
- The majority of controls applied were elimination measures, indicating effective removal of hazards rather than temporary mitigation.
- Slip, trip and fall hazards continue to be the most prevalent category, warranting ongoing monitoring and preventative measures.

Summary by Month



Actions Generated By



Hazard Category	Count
Animals	4
Slip Trip Fall	8
Other	1
Alcohol and/or other drugs	2

Control Level	Count
Engineering	1
Elimination	14

Water Management

Pressure Management System

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.

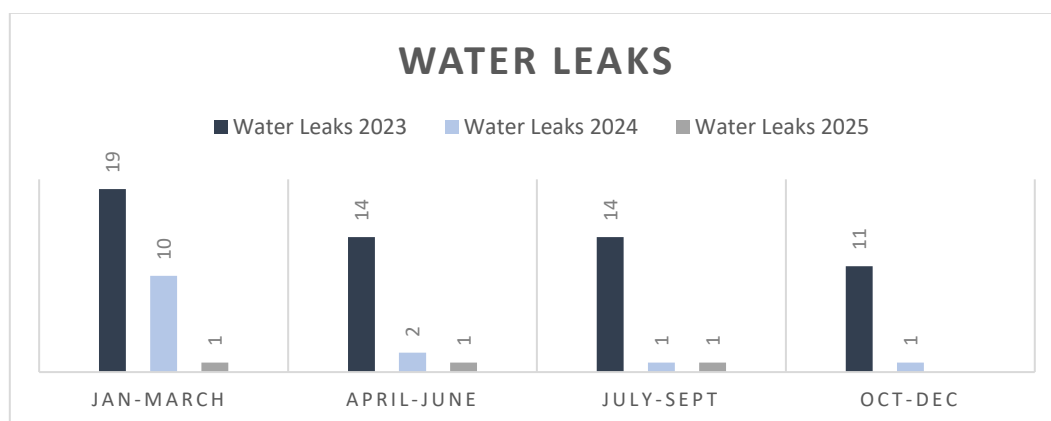
- (April – July 2024)- Calculations show a variance/loss of 6,747 kL/quarter = 78 kL/day
- (July – October 2024) Calculations show a variance/loss of 7,688 kL/quarter = 93 kL/day

Both are well below the acceptable UARL level.

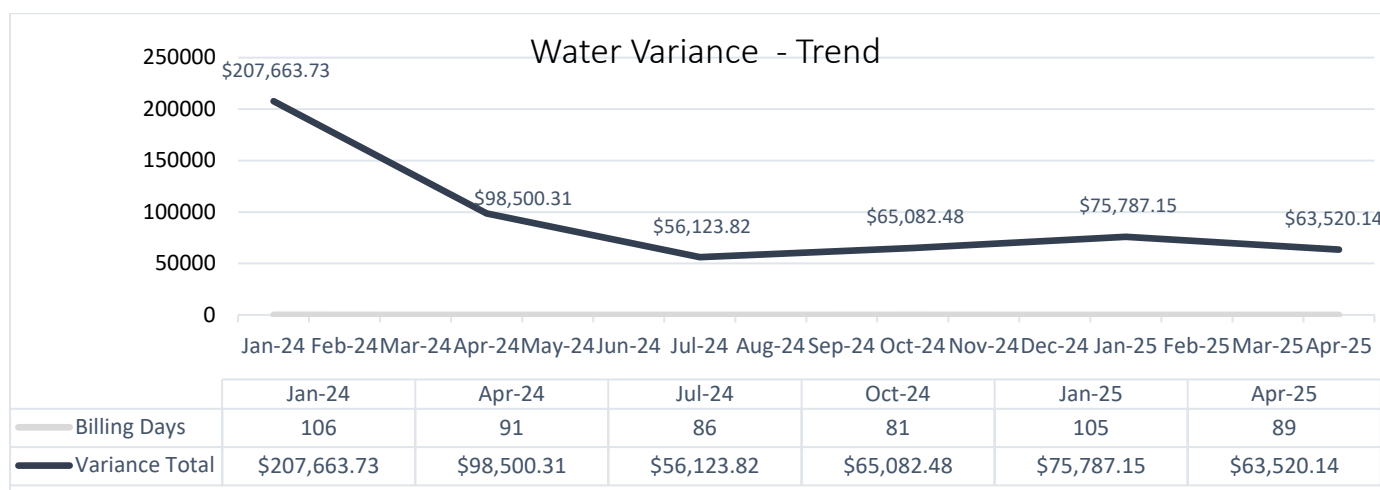
Operational Events

On 30 and 31 July, a fluctuation occurred in the supply from the CoGC meters. The PRV system compensated for this to maintain consistent pressures throughout the Sanctuary Cove reticulation network. No complaints were received from residents, indicating that the system functioned as intended.

Water Loss/Leaks



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	\$ 40,000.00	\$ -			
	ONU & Security/PABX system upgrade		\$ 90,000.00	\$ -	RFQ - Being evaluated	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	\$ -	Approved	August	October
	Village Gates - Associated Irrigation works		\$ 12,900.00		Approved	August	September
Irrigation_Mains_PBC							
Irrigation_Valves_PBC							
Kerb_PBC	Village Gates (not yet complete - Yr 1)	\$ -	\$ 6,017.50	\$ -	Approved	August	September
Landscape_PBC (including parks and playgrounds)	LMP Phase 2/3		\$ 200,000.00	\$ 109,477.15	Ongoing		
	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 92,254.25	\$ 4,150.00	Approved	August	September
	Darwinia Park upgrade		\$ 33,876.61	\$ 38,868.61	In progress	July	August
Pumps_PBC	Pump Station access lid upgrades		\$ 55,395.00	\$ -	Completed	July	August
	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	Seeking Quotations	August	October
	Building Management System		\$ 86,278.00	\$ -	In progress	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 Quotations	August	October
	Remaining Paving - Stage 4 Village Gate		\$ 15,414.50	\$ -	Approved	August	September
Security_System_PBC (including alarm monitoring)	CCTV servers upgrade - Stage 3		\$ 170,000.00	\$ -	Seeking Quotations	July	-
	Jacques Gate Intercom upgrade	\$ 150,000.00	\$ 65,000.00	\$ -	Seeking Quotations	July	-
	Village Gates - Associated Security works		\$ 15,685.00		Approved	August	September
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	\$ 24,132.85	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	\$ -	Approved	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	\$ 2,027,450.86	\$ 433,511.03			

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	August	September
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		\$ 10,353.35		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	\$ 213,829.55	\$ 14,847.14			

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 30 JUN 2025**

Details	Actual YTD June 2025	Budget YTD June 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	-	1,000	1,000	100%	4,584	4,584	-	0.0%
Administrative Expenses	66,182	75,943	9,760	12.9%	103,575	113,810	10,235	9.0%
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	255,533	274,605	19,072	6.9%	411,907	411,907	-	0.0%
Consultants	4,960	31,063	26,103	84.0%	46,595	46,595	-	0.0%
Legal Services	12,250	42,440	30,190	71.1%	63,660	63,660	-	0.0%
Electrical	94,033	104,901	10,868	10.4%	153,758	153,758	-	0.0%
Fire and Safety	1,478	4,475	2,998	67.0%	21,210	21,210	-	0.0%
Grounds & Garden - contract	898,388	1,000,000	101,612	10.2%	1,347,582	1,500,000	152,418	10.2%
Grounds & Garden - other	87,800	165,408	77,608	46.9%	248,112	248,112	-	0.0%
Hire/Rental	46,667	67,451	20,785	30.8%	101,177	101,177	-	0.0%
Insurance	142,840	131,413	(11,428)	(8.7)%	224,987	197,119	(27,868)	(14.1)%
Irrigation	141,738	195,021	53,283	27.3%	159,629	292,532	132,903	45.4%
Plumbing	123,654	173,024	49,370	28.5%	255,942	255,942	-	0.0%
Repairs & Maintenance	88,725	116,523	27,797	23.9%	173,214	173,214	-	0.0%
Road sweeping	57,036	45,186	(11,850)	(26.2)%	84,767	67,779	(16,988)	(25.1)%
Waste Removal - contract	700,904	614,612	(86,292)	(14.0)%	1,196,962	921,918	(275,044)	(29.8)%
Land Holding - rates and taxes	53,079	49,445	(3,635)	(7.4)%	80,931	74,167	(6,764)	(9.1)%
Utilities - electricity/gas	117,795	127,630	9,835	7.7%	191,445	191,445	-	
Utilities - water	153,610	240,769	87,159	36.2%	317,475	477,443	159,968	33.5%
Total Expenses	8,011,308	8,425,543	414,235	4.9%	11,806,355	11,935,215	128,860	1.1%

SANCTUARY COVE PRINCIPAL BODY CORPORATE ADMINISTRATION FUND BUDGET VARIANCE DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY 1 NOV 2024 - 30 JUN 2025								
Details	Actual YTD June 2025	Budget YTD June 2025	Variance \$	Variance %	FYF FY2025	Budget FY 2025	Variance \$	Variance %
Recoveries: Income / (Expense)								
ARC net recovery	19,922	-	19,922	-	19,922	-	19,922	
Lot mow recovery	5,726	14,542	(8,816)	(60.6)%	5,726	21,813	(16,087)	(73.7)%
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	10,544	20,588	(10,044)	(48.8)%	12,258	30,882	(18,624)	(60.3)%
Debt collection fee recovery	-	-	-	-	-	-	-	
Certificate net income	3,626	-	3,626	-	3,626	-	3,626	
FTTH installation fees and rebates	63,038	-	63,038	-	63,038	-	63,038	
Total Recoveries: overs / (unders)	102,857	35,130	67,727	192.8%	104,571	52,695	28,118	53.4%
TOTAL Surplus /(Deficit)	720,935	238,973	481,962	(201.7)%	(195,918)	(376,654)	180,736	48.0%
C/fwd Operating Surplus	618,371	62,776	555,595	885.0%	618,371	376,654	241,717	64.2%
Administrative Fund Balance	1,339,306	301,749	1,037,558	(343.8)%	422,453	-	422,453	

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 30 June 2025

The Admin Fund YTD has resulted in a net surplus position of \$721k, \$481k favourable to the year to date budget.
Total expenses incurred YTD \$8.0m, \$0.4m (4.9%) favourable to budget.

Principal Body Corporate	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Category Variances YTD 30 Jun 2025					
Network Manager Service Fees	255,533	274,605	19,072	6.9%	1
Consultants	4,960	31,063	26,103	84.0%	2
Legal Services	12,250	42,440	30,190	71.1%	3
Electrical	94,033	104,901	10,868	10.4%	4
Grounds & Garden - contract	898,388	1,000,000	101,612	10.2%	5
Grounds & Garden - other	87,800	165,408	77,608	46.9%	6
Hire/Rental	46,667	67,451	20,785	30.8%	7
Insurance	142,840	131,413	(11,428)	(8.7)%	8
Irrigation	141,738	195,021	53,283	27.3%	9
Plumbing	123,654	173,024	49,370	28.5%	10
Repairs & Maintenance	88,725	116,523	27,797	23.9%	11
Road sweeping	57,036	45,186	(11,850)	(26.2)%	12
Waste Removal - contract	700,904	614,612	(86,292)	(14.0)%	13
Land Holding - rates and taxes	53,079	49,445	(3,635)	(7.4)%	14
Utilities - electricity/gas	117,795	127,630	9,835	7.7%	15
Utilities - water	153,610	240,769	87,159	36.2%	16

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. Electrical – Timing variance, current savings due to budget being straight lined.
5. 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 30 June 2025

6. Grounds & Garden – other: Tree management, general maintenance and mulching fall under this category. Timing variance.
7. Hire / Rental: Compound Rental and Buggy Path costs are reflected in this category. Timing variance
8. 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 \$27.6k increase for the full year result which includes projected insurance excess of \$10k.
9. 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.
10. Plumbing: Savings driven by materials/maintenance incurred expenses are coming in lower than the straight-lined budget. Timing variance
11. 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.
12. 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.
13. 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.
14. Land Holding – rates and taxes: Land tax assessment received from OSR for 2024/25 is \$73k, 20.6% increase on prior year. The budget assumed an 8.4% increase based on FY2022/23 assessment as the FY2023/24 assessment was not issued until July 2024, after the FY2025 budgets had been finalised. The FY2024/25 assessment is currently under review with the PBC.
15. Utilities – Electricity/Gas: Timing variance due to straight lined budget, potential saving for the FYF2025.
16. 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 \$0.1k.
- Second Debtors receivables balance is net \$12.7k at 120+ days relating to common property asset damage recoveries.
- Creditors balance is \$174k, with \$173k current and \$0.7k at 30+ days, all balances will clear in July 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		5,882
Grace Lawyers	General Retainer		323
Chambers Russell	FTTH		4,290
Chambers Russell	Administration and Facilities Management Agreements		1,755
<i>Approved Costs not yet invoiced or completed</i>			
Grace Lawyers	QCAT		3,000
	Administration Agreement		1,931
Chambers Russell	QCAT		37,000
	FTTH		6,000
			<hr/> 60,180
		Budget Balance	3,480

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)
			<hr/> \$ 4,960
		Budget Balance	41,635.00

SANCTUARY COVE PRINCIPAL BODY CORPORATE							
Unaudited: Sinking Fund expenditure							
YTD 01/11/24 - 30/06/2025							
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		265,403			
Total Including Interest		2,495,332		2,076,636			
Spend per Asset Finda							
Bridges_PBC	452,261	50,000		-		502,261	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(175,447)	-	297,354	PROJECT: Year 3 - Tulip Light Upgrade Completed - Invoices pending
Facilities_Equip		6,000	(706)	(165)	(1,000)	4,835	PROJECT: Replacement assets per AssetFinda \$1k - may not be required
FTTH_PBC	266,491	-	(40,000)	(472)	(40,000)	226,019	PROJECT: Spare parts/end of life assets - may not be required \$40k - Not Started PROJECT: ONU # Security/PABX system upgrade - \$TBA - RFT sent 1/7/2025
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	-	(45,000)	811,678	PROJECT: Rectification of timber walkways/jettys - Pending Approval
Hydraulic & Electrical Supplies (inc vehicles)	30,227	50,000	-	-	-	80,227	
Irrigation_Control_PBC (inc A Class water)	(284,418)	492,044	(200,000)	(63,747)	(200,000)	(56,121)	PROJECT: Sanctuary Greens verge irrigation \$200k - Pending Approval Hydrovision - legal + net settlement+ TEW electrical Infrastructure costs \$149.7k
Irrigation_Mains_PBC	315	-	-	-	-	315	
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 - Pending approval
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 Pending approval 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 - Start August PROJECT: Building Management System \$130k - Approved 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)	(10,505)	(285,000)	94,428	PROJECT: Schotia Island Intersection upgrade - Pending approval PROJECT: Stage 4 - Village Gate Paving - Pending Approval Driveway repairs Riverview Cresent \$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 - Seeking Quotations PROJECT: Jacques Gate Intercom Upgrade \$65k - Seeking Quotations
Stormwater_Line_PBC	362,710	79,917	-	(3,280)	(120,000)	319,347	PROJECT: Reventment wall - Rectification Works \$120k - Seeking quotations
Stormwater_Point_PBC	232,606	62,000	-	(5,836)		288,770	
Switchboard_Meter_PBC	212,142	30,000	-	(38)		242,104	
Wall_Fences_PBC (including gates)	100,769	126,328	-	(9,727)	(24,074)	193,296	PROJECT: PRV Fence \$13.6k - Completed - pending invoices PROJECT: Roystonia Boom \$24k -Completed - pending invoices
Wastewater_Line_PBC	500,000	-	-	-	-	500,000	
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 - Seeking Quotations PROJECT 2024: Residential Water Meter Replacement Deferred to 2025 - \$140k
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
Vehicles	(5,149)	5,149	-	-	-	0	
Total Spend	6,750,313	2,495,332	(2,840,706)	(534,963)	(1,741,737)	6,968,946	

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 30 JUN 2025

Details	Actual YTD June 2025	Budget YTD June 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	13,231	17,035	3,804	22.3%	23,047	26,067	3,020	11.6%
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	-	6,531	6,531	100.0%	-	9,797	9,797	100.0%
Legal Services	-	14,175	14,175	100.0%	-	21,263	21,263	100.0%
Bad Debt Expense	-	-	-		-	-	-	
Electrical	24,098	25,212	1,114	4.4%	37,211	37,211	-	0.0%
Fire and Safety	1,089	1,865	775	41.6%	4,362	5,144	782	15.2%
Grounds & Garden	134,087	166,667	32,579	19.5%	201,132	250,000	48,868	19.5%
Grounds & Garden - other	82,711	76,667	(6,045)	(7.9)%	114,366	115,000	634	0.6%
Insurance	44,988	65,081	20,092	30.9%	80,130	97,621	17,492	17.9%
Irrigation	59,999	71,615	11,616	16.2%	106,503	107,422	919	0.9%
Plumbing	10,591	16,881	6,290	37.3%	24,624	24,624	-	0.0%
Animal Management	22,498	67,033	44,535	66.4%	82,122	102,200	20,078	19.6%
Repairs & Maintenance	99,487	104,142	4,655	4.5%	153,877	154,644	767	0.5%
Road sweeping	19,246	17,889	(1,357)	(7.6)%	28,256	26,834	(1,422)	(5.3)%
Land Holding - rates and taxes	20,604	19,009	(1,595)	(8.4)%	31,525	28,514	(3,011)	(10.6)%
Utilities - electricity/gas	109,073	83,684	(25,389)	(30.3)%	132,481	101,674	(30,807)	(30.3)%
Utilities - water	31,115	16,735	(14,380)	(85.9)%	62,333	25,103	(37,230)	(148.3)%
Total Expenses	1,107,670	1,206,169	98,499	8.2%	1,667,987	1,719,137	51,150	3.0%
TOTAL Surplus /(Deficit)	88,186	(11,359)	99,545	(876.4)%	(59,045)	(126,056)	67,011	53.2%
C/fwd Operating Surplus	64,909	84,037	(19,129)	(22.8)%	64,909	126,056	(61,147)	(48.5)%
Administrative Fund Balance	153,095	72,679	80,416	(110.6)%	5,863	-	5,863	

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 30 June 2025

The Admin Fund has resulted in a surplus position of \$88k (876%) favourable to budget.

Total expenses incurred YTD \$1.1m, \$99k (8.2%) favourable to budget.

Primary Thoroughfare Body Corporate	FY 2025	FY 2025	Variance \$	Variance %	Note
Category Variances YTD 30 Jun 2025	YTD Actual	YTD Budget			
Legal Services	-	14,175	14,175	100.0%	1
Grounds & Garden	134,087	166,667	32,579	19.5%	2
Insurance	44,988	65,081	20,092	30.9%	3
Irrigation	59,999	71,615	11,616	16.2%	4
Animal Management	22,498	67,033	44,535	66.4%	5
Repairs & Maintenance	99,487	104,142	4,655	4.5%	6
Road sweeping	19,246	17,889	(1,357)	(7.6)%	7
Land Holding - rates and taxes	20,604	19,009	(1,595)	(8.4)%	8
Utilities - electricity/gas	109,073	83,684	(25,389)	(30.3)%	9
Utilities - water	31,115	16,735	(14,380)	(85.9)%	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: Budgeted insurance premiums were higher than actual renewal values.
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 \$5k. This category includes Gate and gate switch repairs and replacements of \$66k, exceeding budget by \$36k. Other savings in expenses such as Roads, Road sanding and CCTV repairs not incurred offset the overrun. Timing Variance. Monitoring required.
7. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense.
8. Land Holding – Land tax rates increased 10% higher than the projected budget. Land tax assessment is due in Aug – Sep and forecast will be updated once received.

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 30 June 2025

9. Utilities – Electricity/Gas – Electricity rate increase have been significantly higher than budgeted, particularly large market electricity costs. Leading Edge has been engaged to tender for new electricity supply and project reduction in future rates. 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 is \$nil
- Second Debtors receivables balance is \$8.6k, \$4k is at 30+ days, with \$4.7k for gate damage recoveries all at 120+ days and project that the costs will be unrecoverable.
- Creditors balance is \$40.2k, all of which is current.

Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
YTD 01/11/24 - 30/06/2025

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		46,667			Facilities compound rental
Livingstonia Path access		25,800					Right of use to cover costs of installation
Interest received		28,609		48,361			Interest earned before tax accrued
Total Including Interest	1,059,782	1,178,949		884,252	-		
Spend per Asset Finda							
Bridges_PTBC	119,970	38,442		-	-	158,412	
Buildings_PTBC	9,412	50,000	(6,625)	(570)	(4,347)	92,934	Ceiling Fan Installation \$570 PROJECT: Air Conditioner Replacement - Roundhouse - completed - invoices pending
Electrical_Lights_PTBC	218,166	36,048	(20,990)	(10,500)	(10,490)	262,941	PROJECT: Replacement of end of life assets - In progress
Facilities Equipment_PTBC	1,000	166		-	-	1,166	
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	-		(91,401)	-	(31,300)	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 July
Landscape_PTBC (including parks and playgrounds)	470,593	-	(75,000)	(13,594)	(50,000)	509,140	Adelia Garden Extension, Concrete seat pads Memorial Island \$4.3k PROJECT: LMP Upgrades \$50k - Ongoing
Path_PTBC	348,765	110,000		-	-	458,765	
Pumps_PTBC	(11,776)	30,000	(10,000)	-	(10,000)	8,224	PROJECT: Building Management System \$10k - June-August
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 PROJECT: CCTV Stage 3 - Camera Replacements \$38.5k postponed
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		(53,470)		5,051	Damaged panel replacement - Santa Barbara & SC Blvd Generators for Gates
Wastewater_Line_PTBC	413,712	-		-	-	413,712	
Water_Lines_PTBC	141,040	33,341		-	-	174,381	
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	-	(38,701)	-	(38,701)	0	PROJECT: Sluice Valve Replacement - Projected Aug PROJECT: Fire Hydrant Replacement - Projected Aug
WW_H_Connection_PTBC	71,120	-		-	-	71,120	
Building-Contractors Compound	(288,989)	208,170		-	-	0	
Vehicles	(23,464)	-	-	-	-	(0)	
	-			-	-	-	
Total Spend	1,882,895	1,178,949	(227,988)	(200,852)	(171,688)	2,689,304	

Sanctuary Cove Community Services Limited & Controlled Entities

Profit & Loss

For the period ending to 30 June 2025

Draft Unaudited Management Accounts

	YTD June 2025			FYF 2025		
	Actual	Budget	Variance	Actual	Budget	Variance
Battery Replacements	8,087	8,400	313	12,600	12,600	-
Boat Show Security	2,720	2,500	(220)	2,720	2,500	(220)
Body Corporate Service Fees	65,376	63,328	2,048	88,045	88,045	-
Community Services Management Fees	2,034,987	2,034,987	0	2,735,409	2,735,409	0
Community Shared Services	-	-	-	-	-	-
Resort BC Management Fees	-	-	-	-	-	-
Proxy Cards / I-tracks / Bluetooth	15,839	15,600	239	23,400	23,400	-
Security Rental Properties	-	-	-	-	-	-
Security Services Management Fees	3,072,808	3,072,808	(0)	4,091,851	4,091,851	0
Security Valet Services	22,676	24,800	(2,124)	38,874	39,060	(186)
Interest and other income	27,952	14,541	13,412	23,214	21,461	1,752
TOTAL REVENUE	5,250,446	5,236,965	13,482	7,016,112	7,014,326	1,786
COGS	3,575	3,842	267	5,765	5,765	-
Audit & Accounting Cost	1,385	5,805	4,420	11,480	11,480	-
Bank Charges	750	1,600	850	2,400	2,400	-
Boat Expense	7,931	7,148	(783)	10,725	10,725	-
Computer Expense	59,980	74,738	14,759	112,964	112,964	-
Consulting & Legal expense	64,502	49,294	(15,208)	102,194	73,998	(28,196)
Depreciation & Amortisation	83,740	76,941	(6,798)	135,638	115,412	(20,226)
Employee Expenses	3,472,757	4,081,413	608,657	6,084,507	6,129,885	45,378
Fire & Safety	4,391	7,010	2,619	9,778	10,527	750
General & Admin Expense	18,328	22,147	3,819	37,258	37,258	-
Insurance	62,902	68,687	5,785	96,774	104,610	7,835
Motor Vehicle expense	31,346	61,373	30,028	60,161	90,593	30,432
Occupancy costs	169,222	165,591	(3,630)	252,269	249,997	(2,272)
Printing & Postage costs	13,601	15,732	2,131	13,901	23,636	9,736
Radio Equipment & Systems	9,608	7,071	(2,537)	9,608	8,404	(1,204)
Telephone	13,284	17,781	4,497	26,728	26,672	(57)
TOTAL EXPENSES	4,017,301	4,666,175	648,874	6,972,150	7,014,326	42,176
	-					
NET INCOME / (LOSS)	1,233,145	570,789	662,356	43,962	-	43,962

Sanctuary Cove Security Services Pty Ltd (Security Only)

Profit & Loss

For the period to 30 June 2025

Draft Unaudited Management Accounts

Description	YTD June 2025			FYF 2025		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Battery Replacements	8,087	8,400	(313)	12,600	12,600	-
Boat Show Security	2,720	2,500	220	2,720	2,500	220
Proxy Cards / I-tracks / Bluetooth	15,839	15,600	239	23,400	23,400	-
Security Services Management Fees	3,072,808	3,072,808	(0)	4,091,851	4,091,851	0
Security Valet Services	22,676	24,800	(2,124)	38,874	39,060	(186)
Interest and other income	15,414	8,991	6,423	15,414	13,661	1,752
TOTAL REVENUE	3,137,544	3,133,099	4,445	4,184,858	4,183,072	1,786
COGS	3,575	3,842	267	5,765	5,765	-
Audit & Accounting Cost	508	1,750	1,242	3,500	3,500	-
Bank Charges	706	880	174	1,320	1,320	-
Boat Expense	7,931	7,148	(783)	10,725	10,725	-
Computer Expense	21,728	33,488	11,760	50,232	50,232	-
Consulting & Legal expense	29,266	15,667	(13,599)	36,766	23,500	(13,266)
Depreciation & Amortisation	52,683	40,199	(12,484)	80,524	60,298	(20,226)
Employee Expenses	2,170,769	2,326,146	155,377	3,538,150	3,487,528	(50,622)
Fire & Safety	3,402	5,902	2,500	8,103	8,852	750
General & Admin Expense	267,465	269,249	1,785	358,430	358,430	-
Insurance	29,982	26,419	(3,563)	49,686	40,868	(8,818)
Motor Vehicle expense	30,632	61,245	30,614	59,447	89,965	30,518
Occupancy costs	12,618	11,133	(1,484)	18,926	16,655	(2,272)
Printing & Postage costs	6,244	5,433	(810)	6,244	8,150	1,906
Radio Equipment & Systems	9,608	7,071	(2,537)	9,608	8,404	(1,204)
Telephone	5,957	5,919	(38)	8,935	8,879	(57)
TOTAL EXPENSES	2,653,072	2,821,492	168,420	4,246,363	4,183,073	(63,290)
NET INCOME / (LOSS)	484,472	311,607	172,865	(61,504)	(0)	(61,504)

Notes:

Consulting and legal fee expenditure YTD and Full Year Forecast (FYF) overruns are driven by EBA consulting fees and Corporate Secretarial

Depreciation & Amortisation YTD and FYF overruns are driven by the Motor Vehicle Fleet depreciated expenses higher than budgeted, however the costs are offset by the saving in Motor Vehicle expenses

Employee Expenses YTD savings are expected to be absorbed with the current EBA negotiations, with a projected FYF overrun position of \$51k.

Insurance Expensed YTD and FYF are driven by insurance premium renewal increases for Commercial Fleet insurance.

Motor Vehicle expense YTD and FYF savings driven by the Hybrid Motor Vehicle Fleet, with significant savings in fuel expenses and servicing costs driving savings.

Occupancy cost YTD and FYF overruns are projected due to increase in cleaning and hygiene contracts and minor maintenance costs.

Radio Equipment & Systems - minor equipment replacements and increase in subscription fees higher than budget for YTD and FYF.

Sanctuary Cove Community Services Ltd and Controlled entities
For the year period 1 November 2024 to 30 June 2025
Budget variance analysis

June 2025 YTD

YTD net position of \$1.2m favourable to budget of \$0.6m

REVENUE \$13.5K FAVOURABLE TO BUDGET

Security Valet Services - \$2.7k unfavourable to budget noting revenue is dependent on resident demand.

Interest income - \$13.4k favourable to budget through treasury fund management maximising interest bearing accounts and term deposits.

EXPENSES \$649K FAVOURABLE TO BUDGET

Audit and Accounting costs: \$4.4k favourable to budget – timing variance.

Boat expenses: \$0.8k Unfavourable to budget – timing variance. Signage, antifouling works performed.

Consulting & Legal expense: \$15k Unfavourable to budget – EBA consultant fees and additional fees for Company Secretarial services.

Depreciation & Amortisation: \$6.8k unfavourable to budget due to the replacement vehicles for the security patrol fleet purchased in October 2024. Costs were higher than budgeted however offset by savings on running costs of the motor vehicles. IT equipment replacement costs have also had a minor impact.

Employee expenses: \$609k favourable to budget, \$453k from SCCSL and \$155k from SCSS. Predominant savings are from unfilled positions across Nov-June period, other expenditure budgeted across the year but not yet incurred. Full year forecast has been updated to reflect the projected impact of the proposed EBA agreement.

Motor Vehicle Expenses: \$30.6k favourable to budget, projecting savings on running costs of hybrid vehicles to offset the depreciation overrun.

Occupancy costs: \$1.5k unfavourable to budget driven by underbudgeted cleaning and electricity cost increases.

Radio Equipment & Systems: \$2.5k unfavourable due to radio equipment repair work and renewal of equipment licenses.

Sanctuary Cove Community Services Ltd and Controlled entities
For the year period 1 November 2024 to 30 June 2025
Budget variance analysis

FYF 2025 (8 ACT + 4 FCST)

FYF \$47.6k net consolidated surplus

Notes:

The full year forecast position for the consolidated SCCSL group as at 30 June 2025, does not include any assumptions relating to cost recoveries or returns at this point in time. Employee expenses YTD are currently running at a net surplus position of \$608.7k, however the projected impact of the EBA assumes a FYF position of a consolidated net surplus of \$45.4k. This will continue to be reviewed and reforecasted monthly.

Consulting and Legal Expense \$42k overrun in respect of the EBA consultant fees not budgeted for FY2025, and additional Company Secretarial Fees.

Insurance costs - \$7.8k favourable position with insurance renewal increases were minimal against the budgeted renewal value.

Motor Vehicle expense \$30.4k favourable driven predominantly from fuel and maintenance service expenses with the security motor vehicle fleet changed to Hybrid cars.

Occupancy costs - \$2.2k due to cleaning and electrical cost minor increases.

Radio Equipment & Systems: \$1.2k unfavourable due to radio equipment repair work, license renewals and subscription increases higher than projected budget.

Head Count Summary

Jun-25

Legend Within Budget
 Over Budget

Business Unit	Actual	2024/25 Budget Positions	2023/24 Actual - YTD Mar 2024	Budgeted Positions
Sanctuary Cove Community Services Ltd				
Corporate office	2	2	2	GM (1x FTE) EA to CEO (1FTE)
Finance	3.9	4.9	3.9	Finance Manager (1 FTE) Financial Accountant (1 FTE)* Accounts Officer (2.9 FTE)
Body Corporate	5	6	6	Manager Body Corporate (1 FTE) Body Corporate Manager (2 FTE) Receptionist/Compliance (2 FTE) Building Approvals Manager (1 FTE)
Facilities Management	8.4	8.4	8.4	Facilities Manager (1 FTE) Facilities Services Supervisor (1 FTE) Facilities Services Officer (1 FTE) Maintenance Leading Hand (1 FTE) Trades Maintenance Officer (0.4 FTE) Trades & Maintenance technicians (4 FTE)
In House Counsel	0.8	0.6	0.6	In House Counsel (0.6 FTE)*
	20.1	21.9	20.9	
Sanctuary Cove Security Services Pty Ltd				
Security Management & Admin	3.6	3.6	3.6	Security Operations Manager (1 FTE) Security Operations Supervisor (1 FTE) Security Admin Supervisor (1 FTE) Security Admin Assistant (0.6 FTE) Security Admin/WHS (1 FTE)
Security Supervisors	4	4	4	Security Supervisors (4 FTE)
Security 2IC	4	4	4	Security 2IC (4 FTE)
Security Officers	18	18	15	Security Officers (17 FTE)
Control Room	4	4	4	CRA (2 FTE) DCRA (2 FTE)
Security	33.6	33.6	30.6	
TOTAL	53.7	55.5	51.5	

* New/Changed Positions

** Oncharged to PBC / PTBC in accordance with work allocation

Employee Turnover

2024/25 Year to Date			2023/24 Year to Date		
Company	Actual Turnover	Turnover %	Company	Actual Turnover	Turnover %
SCCSL	3 / 21.9	13.70%	SCCSL	1 / 19.5	5.13%
Security	5 / 33.6	14.88%	Security	8 / 33	24.24%
Consolidated	8 / 55.5	14.41%	Consolidated	9 / 52.5	17.14%



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, 17 July 2025		
Meeting Chaired by:	Mr Paul Kernaghan		
Meeting start time:	2:25 pm	Meeting finish time:	3.00pm

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

Mr Stephen Anderson (SA)

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
General Manager	Cassie McAuliffe (CM)
EA to GM	Tamara Jones (Minute Taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting for the PBC/PTBC held on 19 June 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

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

2 Action Items CARRIED

Proposed by: The Chairperson

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

Notes:

Yes	5
No	0
Abstain	0

- No update on Items 1 – 3.
- Item 4 is now complete. A table was circulated to members presenting 2020–2025 data, indicating that the majority of residents pay their levies before the due date. MY to confirm whether it is legally permissible to stipulate when the discount applies. A report on repeat late-payers will be presented at the August FSC Meeting.
- Item 5 is also complete with VOC approval obtained. Leading Edge Energy has commenced sourcing information for PTBC, with PBC to follow. MM requested that MY explore potential opportunities for electricity providers to offer deals to SC residents, as has occurred previously.
- MY to prepare a 15-year cashflow projection for the sinking fund.

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

3 PBC Unaudited Monthly Financial Pack CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Monthly Financial Pack as at 30 June 2025.

Notes:

- MY confirmed that the PBC continues to perform strongly against budget.
- The Gardens/Other category remains under budget, however this may improve marginally depending on the recovery costs associated with cyclone impacts.
- Insurance expenditure is over budget due to increased insurance premiums driven by claims history..
- The Land Tax Assessment for 2024/25 was significantly higher than budgeted reflecting a 20.6% increase on the FY2023/24 assessment. The budget was based on the 2022/23 with a projected increase of 8.4%, as the FY2023/24 assessment was not issued by the OSR until July 2024, past the period budgets had been finalised and approved.

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

4 PBC Legal/Consultant Costs Summary CARRIED

Proposed by: The Chairperson

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

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

5	PTBC Unaudited Monthly Financial Pack	CARRIED
---	---------------------------------------	---------

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Unaudited Monthly Financial pack as at 30 June 2025 as tabled.

Yes	5
No	0
Abstain	0

Notes:

- YTD figures are tracking well, however projections indicate a need to be cautious with spending due to upcoming water bills.
- The 2024/25 Land Tax assessment has not yet been received, prior years the assessments have been received in Aug – Sep.
- Repairs and maintenance expenses will be reviewed with Security Operations Manager particularly relating to gates to determine if they require reclassification to the sinking fund.

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

7	Date of Next Meeting	CARRIED
---	----------------------	---------

Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Thursday, 21 August 2025 at 14:30.

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	✓		

GENERAL BUSINESS

N/A

Chairperson:



#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
95	09/19	Village Gate	FM	<ul style="list-style-type: none"> Gates structure and design, the mirror image of the Pines. 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed. 30/09/24 Temp Road closure for approx. 1 month. Extended to June 2025, New Gated to be installed. Updated date for remainder of works – end July 	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	<ul style="list-style-type: none"> NO action taken – future project 	ON HOLD
101	08/22	A Class Water	GM	<ul style="list-style-type: none"> With CBP Lawyers, dispute with work and expenditure outstanding. Deed of Settlement agreed on Energex civil works completed. Scope to finalise project is currently being defined Awaiting quotations 	ONGOING
102	03/23	Safety concerns Boulevard pathway - risk	FM	<ul style="list-style-type: none"> Review timing of addressing potential hazards on each side of the Boulevard pathway Mulching has been undertaken; the remainder of works will be undertaken when time permits. Works in progress – Installing new field inlet pit surrounds and grates, with ground levels being raised to match. First 5 completed - awaiting next delivery of field inlet pit surrounds and grates. 	IN PROGRESS

As at
21 August 2025



PRIMARY THOROUGHFARE BODY CORPORATE

GTP 201

				<ul style="list-style-type: none">• With PTBC for approval August 2025	
104	02/23	Site wide water review	Golf	<ul style="list-style-type: none">• Lake storage and stormwater runoff investigations to ascertain retention of stormwater.• Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations.• WO issued• Further funding to conduct lake survey of depth approved.• Teams meeting scheduled to present findings 26th June	Commenced
105	02/25	Primary Thoroughfare into Secondary Thoroughfare	FM	<ul style="list-style-type: none">• PBC to commence Vardon lane (P/T) into secondary Thoroughfare.	ONGOING

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: C/- Sanctuary Cove Primary B/C, PO Box 15 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:

SANCTUARY COVE PRIMARY

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:**