

**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 11 September 2025 at 9:00 AM
Meeting time: **9:00AM – 11:12AM**
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 (Treasure)
Lot 107128 Mr Stuart Shakespeare (Chairperson)
Lot 107209 Ms Dianne Taylor
Lot 107399 Mr Tony McGinty

The following members present by Voting Paper and In Person:

Lot 107128 Mr Stuart Shakespeare (pre-voted)
Lot 107209 Ms Dianne Taylor (pre-voted)
Lot 107442 Mrs Cheryl McBride Electronic vote

The following members present by Voting Paper:

Lot 107442 Mrs Cheryl McBride (Secretary) 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
Mrs Cassie McAuliffe – General Manager
Mrs Brogan Watling – In-House Counsel
Mr Mike Telea - Security Operations Manager
Mr Henry Poloai – Security Operations Supervisor
Ms Shanyn Fox – Facilities Manager
Mr Shaun Clarke – FTTH workforce
Mr Steve Kelly – FTTH workforce

Apologies:

Mrs Cheryl McBride

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1 Approval of PBC EC Minutes 15th August 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 15th August 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	1

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 PBC EC VOC minutes Dismissal of QCAT 21st August 2025 (Agenda Item 6.2)

Submitted by Committee

CARRIED

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 21st August 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		

Submitted by Committee

CARRIED

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 1st September 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 1st September 2025.

Yes	6
No	0
Abstain	0

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 1st September 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 1st September 2025.

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

Correspondence for Information:

CFI 1. Planter Box Removal:

- Final notification has been communicated with the owner, which is planter box is to be removed.
- **Action:** Cassie (CMA) to provide response to owner to ensure removal of the planter box.

CFI 2. Letterbox drops:

- Cove Media: Clare advised she had investigated Australia Post as a delivery option for the Cove Magazines; however, as the items would be classified under parcel delivery, the cost would increase by approximately \$5 per magazine, rendering this option uneconomical. Clare recommended engaging a Southport-based contractor for distribution instead.
- Matt Gates (Ray White) continues to experience difficulties with Australia Post in arranging pamphlet delivery and is seeking approval to engage a contractor to manage distribution.
- Proposed to have an agreement with the contractor and PBC to ensure adherence to rules and by-laws.
- **Action:** Write to Matt and Clare with expectations and what the PBC agree to.

CFI 3. Stephen Anderson Proposal:

- Communication went out earlier in the week regarding his proposal as a director.
- A motion will go to the EGM about this to decide.

Correspondence for Action:

CFA 1. Relocation of Tree 8958:

- PBC EC agreed for the relocation as long as same tree, and the PBC verge is made good of.
- **Action:** Jodie (JS) to advise owner.

Reports for Information:

Matters In Progress (MIPs):

- Move to general business to discuss in detail moving forward.
- **Village Gates (#419)** - Remove some of the past information which isn't relevant and update.
- **Cypress Point Agreement (#426)** - Still in progress.
- **FTTH (#427)** – Update to the current status.
- **Purchasing Policy (#429)** – Expenditure Delegation and limits: Contingencies were discussed in relation to motions from Facilities. The EC resolved that contingencies should not be offered or proposed to contractors, as this creates scope for companies to introduce additional, non-essential expenditure.
- Needs approval quickly, in line with contractual and legislation. Recommended to go to the PBC EGM at the very latest October ready for the new contracts that start 1st November.
- **Shareholders Agreement (#433)** – Completed
- **Land Tax (#434)** – Advice by the end of this week.
- **Community Newsletter (#436)** – Completed, remove.
- **Additional items to add MIPs:**
 - Sanctuary Greens Irrigation
 - Solar Panels – Jabiru Park
 - Darwinia Planter box
 - Buttner/Leslie
 - Oska Engagement
 - Biodiversity presentation
 - Harbour One FTTH Agreement
 - Security Agreement (PBC)
 - Schotia Island Intersection

General Business:

Fibre to the Home (FTTH) Task Group Update at the start of meeting:

- On 1 September 2025, the Task Force and CSC convened to undertake the final evaluation of potential consultants to advise on progressing the FTTH project.
- The Task Group prepared a detailed Scope of Works, which was issued to the shortlisted consultants for tender submission.
- Three expressions of interest were received, with the evaluation conducted in line with the approved Tender Policy and Procedures.
- Given the specialised nature of this project and the limited existing expertise, the Body Corporate will be heavily reliant on the appointed consultant's specialist knowledge.
- All three tenders were strong and demonstrated a clear understanding of the project requirements.
- Following a rigorous assessment and scoring process, Gravelroad emerged as the preferred consultant over Grex Consulting and Accelerate.
- Gravelroad's initial proposal was higher; however, following deliberation, they agreed to reduce some of the preliminary consulting time, resulting in a modest adjustment to their fee.

- Gravelroad demonstrated stronger monthly reporting capabilities, including comprehensive stakeholder reporting and engagement. Their higher cost also reflected a longer projected work period of approximately 28 weeks.
- Should the PBC EC resolve to endorse Gravelroad as the preferred contractor, a meeting will be convened with them to refine expectations regarding project deliverables and timeframes. Following this, the necessary documentation will be prepared for presentation at the PBC EGM in September.
- The expectation is to deliver a definitive outcome on the FTTH project by March 2026.
- It is critical that this process is undertaken thoroughly to ensure the right outcome is achieved.
- The matter of the PBC providing services outside the gates remains a key topic of discussion at the EGM. This issue will need to be resolved prior to the consultant's full engagement on the project.
- Agreements are currently being sourced in relation to services provided outside the gates, to ensure clarity around the scope of service delivery and the associated fees.
- What has triggered this urgency is the product is coming to end in its equipment availability and functionality.
- The Task Group has executed their role effectively, and the process is well-defined and transparent.
- The matter of NBN using PBC connections without approval needs to be addressed, particularly in terms of engagement and communication with residents.
- **ACTION:** Shanyn Fox (SF) to send out communication to residents regarding NBN connections.

PBC EC expenditure:

- Motion to the PBC EGM in October and will need to be a special resolution.
- **Action:** Stuart and Cheryl to provide discussion paper for EGM.

Solar Panel – Jabiru Park:

- It was proposed to consider a back-up battery pack as a replacement for the solar panels, with the option of sourcing a generator to provide additional support in the event of an extended power outage.

Sinking Fund Projects:

- This area requires closer attention and ongoing monitoring of progress, for example, assessing whether projects are on track, evaluating milestones achieved, and reviewing expenditure against budget.
- **Action:** Cassie to investigate

Proxy for PBC EGM:

- The Member Nominee (MN) for Schotia Island queried whether a proxy could be utilised at the EGM for voting purposes.
- In-House Counsel (BW) advised that, in her opinion, proxies are not appropriate in this context, as the MN is required to vote in the best interests of their respective RBC. A proxy holder would not have knowledge of the RBC's position or resolution.
- StrataVote is available as an online voting option should a Member Nominee be unable to attend a meeting, and this is considered sufficient.
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There being no further business the chairperson declared the meeting closed.

MEETING CLOSED at 11:12 AM

Chairperson: Mr Stuart Shakespeare X.....