



MINUTES OF EXTRAORDINARY GENERAL MEETING for Sanctuary Cove Principal Body Corporate 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 25 September 2025 at 10:00 AM

Meeting time: **10:00am – 11:25am**

Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1703	Washingtonia GTP 1703	Mr David Francis
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Cheryl McBride
Lot 1790	Araucaria GTP 1790	Mrs Maxine Munroe
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare
Lot 107209	Alpinia GTP 107209	Mrs Dianne Taylor
Lot 107353	Woodsia GTP 107353	Mr Peter Hay
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty
Lot 107406	Corymbia GTP 107406	Ms Suzi Ledger
Lot 107488	Darwinia GTP 107488	Mr Anthony Curtis

The following members present by Voting Paper and In Person:

Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 107406	Corymbia GTP 107406	Owner present (pre-voted)

The following members present by Voting Paper:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 1702	Cassia GTP 1702	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107106	Schotia Island GTP 107106	Electronic vote
Lot 107278	Banksia Lakes GTP 107278	Electronic vote
Lot 107432	Fuschia GTP 107432	Electronic vote
Lot 107442	Molinia GTP 107442	Electronic vote
Lot 107456	Alyxia GTP 107456	Electronic vote

Present by Invitation:

Mrs Simone Hoyle – Governance Working Group (GWG)
Ms Maria Forgione – Observer for Schotia Island
Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker – JS)
Mrs Brogan Watling – In-House Counsel (BW)
Ms Shanyn Fox – Facilities Manager (SF)

Apologies:

Mr Michael Longes
Mr Neill Ford
Mr Stephen Anderson
Mrs Andrea Luyckx
Mr Peter Hawley
Mr Peter Cohen
Mr Nabil Issa
Mr Peter Game
Mr Nicholas Eisenhut
Mr Lee Uebergang
Mr David Nelson
Mr Mick McDonald

The following members were not financial for the meeting:

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

Motions

1	Approval of Previous General Meeting Minutes - 28th August 2025 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

CARRIED

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 28th August 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	12
No	0
Abstain	13

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
Adelia				Harpullia	X		
Alphitonia			X	Justicia			
Alpinia			X	Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria			X	Plumeria			X
Ardisia				Roystonia			X
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia			X	Woodsia			X
Colvillia			X	Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)			X
Darwinia	X			MSCD Lot 81 (SA)			X
Felicia	X			MSCD Lot 83 (MM)			X

2 Approval of expenditure and engagement of SRB consulting to complete Annual Revetment Wall Assessment (Agenda Item 5.2)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM authorises the expenditure of \$9,207.00 (incl GST) for the engagement of SRB Consulting to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12740.

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

3	Approval of expenditure and engagement of Solutions Plus to undertake work at Boat Ramp (Agenda Item 5.3)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM authorises the expenditure of \$8,765.24 (incl GST) for the engagement of Solutions Plus to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12421.

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

4	Approval to pay Land Tax Invoice from QLD Revenue Office for the assessment notice 2025-2026 (Agenda Item 5.4)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC Extraordinary General Meeting approves payment of the invoice of \$81,576.65 (inc GST) from QLD Revenue Office for the land tax assessment notice for the period 2025-2026.

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

5	Acceptance of Mr Stephen Anderson's Proposal of 15 August 2025 (Agenda Item 5.5)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC accepts Mr Stephen Anderson's proposal of 15 August 2025 (a copy of which has been circulated with the agenda) which was subsequently endorsed by the PTBC on 28 August 2025, and agrees that it will not pursue the removal of Mr Anderson as director of Sanctuary Cove Community Services Limited and its subsidiaries with respect to any past conduct that was the reason for serving the Notice of Intention in accordance with the resolution of the PBC passed on 30 May 2024.

Yes	20
No	4
Abstain	1

And further, **RESOLVED** that such acceptance is conditional upon a satisfactory Deed of Variation to the Shareholders Agreement being prepared and agreed to by the PBC.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes		X		Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia		X		Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

6	Engagement of lawyer to prepare and lodge an objection in respect of 2021 – 2025 Land Tax Assessments (Agenda Item 5.6)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that, pursuant to the recommendation of Cooper Grace Ward contained in their advice dated 16 September 2025 (a copy of which has been circulated with this agenda), the PBC engages a lawyer to prepare and lodge an objection in respect of 2021 – 2025 Land Tax Assessments, and that one of the below two law firms be engaged to perform that work:

Yes	25
No	0
Abstain	0

1. **THAT** Cooper Grace Ward be engaged pursuant to their fee proposal dated 23 July 2025 (a copy of which has been circulated with this agenda) at a fee estimate of \$4,000 - \$6,000 plus GST and disbursements.
2. **THAT** PCL Lawyers be engaged pursuant to their fee proposal dated 22 July 2025 (a copy of which has been circulated with this agenda) at a fee estimate of \$5,500 - \$7,700 plus GST and disbursements.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

6	Alternatives for Engagement of lawyer to prepare and lodge an objection in respect of 2021 – 2025 Land Tax Assessments (Agenda Item 5.6) Alternatives	Motion Alternatives
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(Option A)

THAT Cooper Grace Ward be engaged pursuant to their fee proposal dated 23 July 2025 (a copy of which has been circulated with this agenda) at a fee estimate of \$4,000 - \$6,000 plus GST and disbursements.

(Option B)

THAT PCL Lawyers be engaged pursuant to their fee proposal dated 22 July 2025 (a copy of which has been circulated with this agenda) at a fee estimate of \$5,500 - \$7,700 plus GST and disbursements.

'OPTION A' has been selected with the highest number of votes.

Votes: A: 25 B: 0

Inv: 0

Members Name	A	B	Abstain	Members Name	A	B	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

7 Approval to adopt revised Code of Conduct Policy (Agenda Item 5.7)

Ordinary Resolution
POLL VOTE

Submitted by Chairperson

CARRIED

RESOLVED that the Principal Body Corporate (PBC):

1. Adopts the refreshed Code of Conduct applying to all PBC Members Nominee (MNs), the Executive Committee, RBC Committees, and PBC Sub-Committees, noting it is consistent with the requirements of the Sanctuary Cove Resort Act (SCRA) Schedule 5 and incorporates contemporary governance principles as recommended in the Governance Improvement Plan.
2. Requires each incoming PBC MN and Sub-Committee members to attest to the Code of Conduct upon appointment and at each Annual General Meeting.
3. Notes that the Code of Conduct will form part of the PBC Governance Manual and will be subject to structured review as part of the Governance Improvement Plan's 12-month review cycle.

Yes	1444
No	65
Abstain	0

**NOTE – Poll Vote called by MN for Roystonia
Lot entitlement without votes - 314**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia		X		Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

8	Approval to adopt revised Conflicts of Interest Policy (Agenda Item 5.8)	Ordinary Resolution POLL VOTE
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Submitted by Chairperson

CARRIED

RESOLVED that the Principal Body Corporate (PBC):

1. Adopts the revised Conflict of Interest Policy, which provides clear principles, definitions, and practical examples of conflicts (actual, potential, and perceived), consistent with SCRA section 44A and related governance obligations.
2. Encourages all PBC MNs and Sub-Committee members to disclose conflicts of interest at the commencement of each meeting or privately with the Chairperson, with declarations to be recorded in the minutes.
3. EC Committee members have statutory obligations which are legally enforceable.
4. Endorses the establishment of a register of interests to be maintained by the Secretariat, accessible to the PBC and EC.
5. Notes that this Policy will be included in the PBC Governance Manual and be formally reviewed at the Governance Improvement Plan's 12-month review point

Yes	1472
No	37
Abstain	0

**NOTE – Poll Vote called by MN for Roystonia
Lot entitlement without votes - 314**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

9	Approval for expenditure and implementation of a Sanctuary Cove Community Digital App (Agenda Item 5.9)	Ordinary Resolution POLL VOTE
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Submitted by Chairperson

CARRIED

RESOLVED that the Principal Body Corporate (PBC):

1. Approves the implementation of the foundational stage of the Sanctuary Cove Community Digital App, with an indicative allocation of \$15,000, and that a separate motion for actual expenditure will be brought to the PBC once formal contractor quotes have been assessed.
2. The App will provide residents with crisis alerts, the Crisis Management Plan, PBC notices and minutes, approved codes and policies, standard forms, and key contact information.
3. An initial review will be completed after 6 months to gather information on usage, performance, and future capabilities.

Yes	1426
No	37
Abstain	46

**NOTE – Poll Vote called by MN for Roystonia
Lot entitlement without votes - 314**

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia			X	Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

10	Approval for expenditure and engagement of Oska Consulting Group for Parkway Villas handover (Agenda Item 5.10)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM authorises the expenditure of \$25,080.00 incl. GST for the engagement of Oska Consulting Group to undertake the proposed works as outlined, with funds to be allocated from the Administration fund - GL Code 12225.

RESOLVED that the PBC acknowledges and accepts Mulpha Developments' contribution of 50% of the total fees (\$12,540.00 incl. GST) as per the agreement confirmed by email on Monday, 15 September 2025.

Furthermore, **RESOLVED** that the PBC EGM approves a reduction in the required number of quotes from two (2) to one (1), on the basis that the selected consultant is a preferred provider for development handover services.

Yes	23
No	2
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia		X		Fuschia	X		
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia		X		MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

11 Village Gate Project Completion Date (Agenda Item 5.11)

Ordinary Resolution

Submitted by Owner MN for Bauhinia

CARRIED

RESOLVED that the PBC obtain confirmation from Mulpha that some or all access be made available at the conclusion of the estimated 8 weeks, as approved by the PBC at its July EGM

Yes	19
No	5
Abstain	1

NOTE: Jodie to request Security personnel to increase opening of fence from 8pm to 9pm to allow residents a shorter access home.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia		X		Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia		X	
Cassia	X			Woodsia		X	
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)		X	
Darwinia	X			MSCD Lot 81 (SA)		X	
Felicia	X			MSCD Lot 83 (MM)			X

12	Village Gate Project Complaint to Mulpha (Agenda Item 5.12)	Ordinary Resolution
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Submitted by Owner MN for Bauhinia	CARRIED
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RESOLVED that the PBC lodge a formal complaint with Mulpha expressing extreme disappointment for the July 2025 estimate of 8 weeks to complete the project, blowing out to 13 weeks as advised in their letter dated 6 August 2025 and the extended inconvenience and disruption this has caused to residents.

Yes	17
No	7
Abstain	1

NOTE: Facilities Manager to follow up with Mulpha to determine progress and request weekly updates.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia	X		
Adelia				Harpullia	X		
Alphitonia		X		Justicia			
Alpinia	X			Livingstonia	X		
Alyxia			X	Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia		X	
Cassia	X			Woodsia		X	
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)		X	
Darwinia	X			MSCD Lot 81 (SA)		X	
Felicia		X		MSCD Lot 83 (MM)		X	

13	Approval for expenditure and engagement of Gravelroad for FTTH (Agenda Item 5.13)	Ordinary Resolution
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Submitted by Chairperson	CARRIED
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RESOLVED that the PBC EGM, approves the expenditure of \$140,800 (inc GST) for the engagement of Gravel Road Group to provide consulting services for the FTTH network review (Part A). Funds to be expensed to the PBC Sinking Fund code – 22233 FTTH.

Yes	24
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			X
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14	Approval for expenditure for TEW to undertake works for the Class A Project (Agenda Item 5.14)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM approves the expenditure of \$345,881.80 Inc. GST plus a 10% contingency of \$34,588.18 Inc. GST, for TEW to undertake the remaining works as detailed within the Scope of Works for the Class A Project. Funds are to be allocated from Sinking Fund – GL 222601 (Irrigation Control). Costs are to be apportioned as follows:

- **PBC:** 70% – \$242,117.26 (incl. GST)
- **PTBC:** 30% – \$103,764.54 (incl. GST)

Yes	22
No	0
Abstain	3

Furthermore, **RESOLVED** that the PBC EGM approves a reduction in the required number of quotes from three (3) to one (1), recognising TEW's extensive knowledge of the project, their detailed analysis of the remaining scope, and their unique capability to deliver the works efficiently, mitigate risk, and ensure timely completion ahead of the holiday shutdown.

RESOLVED that the PBC EGM approves the expenditure of \$17,614.85 Inc. GST for Smartstone to construct a retaining wall and reprofile the land within Cassia Park. Funds are to be allocated from Sinking Fund – GL 222601 (Irrigation Control). Costs are to be apportioned as follows:

- **PBC:** 70% – \$12,330.40 (incl. GST)
- **PTBC:** 30% – \$ 5,284.45 (incl. GST)

Furthermore, **RESOLVED** that the PBC EGM approves a reduction in the required number of quotes from two (2) to one (1), acknowledging the nature of the works, the need for timely completion, and the nominated contractor's ability to deliver the works efficiently with minimal disruption.

RESOLVED that the PBC EGM approves the expenditure of \$4,780.88 Inc. GST for Plant Management Company to undertake turf reinstatement within Cassia

Park. Funds are to be allocated from Sinking Fund – GL 222601 (Irrigation Control). Costs are to be apportioned as follows:

- **PBC:** 70% – \$ 3,346.62 (incl. GST)
- **PTBC:** 30% – \$ 1,434.26 (incl. GST)

RESOLVED that the PBC EGM approves the expenditure of \$3,960.00 Inc. GST for KBHI to install roof capping on the Entry Bunker. Funds are to be allocated from Sinking Fund – GL 222601 (Irrigation Control). Costs are to be apportioned as follows:

- **PBC:** 70% – \$ 2,772.00 (incl. GST)
- **PTBC:** 30% – \$ 1,188.00 (incl. GST)

RESOLVED that the PBC EGM approves the expenditure of \$6,050.00 Inc. GST for Wavetime Constructions to supply and install a flattop fence to bunker located on Caseys Rd. Funds are to be allocated from Sinking Fund – GL 222601 (Irrigation Control). Costs are to be apportioned as follows:

- **PBC:** 70% – \$ 4,235.00 (incl. GST)
- **PTBC:** 30% – \$ 1,815.00 (incl. GST)

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			X
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				Tristania			
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia			X	MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

6. Correspondence for Information:

- Noted

7. Correspondence for Action:

CFA 1. Sanctuary Greens Irrigation Project:

- Cassie (GM) and MN from Zieria met regarding the current status and anticipated progress dates and to clarify reasoning behind delays.

CFA 2. Guidance on expenditure of PBC funds:

- It was agreed the inclusion of motions with alternative options is useful , particularly in cases where multiple quotes are to be considered for voting

- The current practice of including a contingency on project costs and expenditure related motions was discussed. There was consensus that additional costs should be referred to the PBC for approval.
- **Action:** A policy to be devised to ensure process and practicality. (eg limits around amounts, process for emergency, urgent requests). A draft will be presented to the PBC in November.

CFA 3. Proxy forms for BC meetings information:

- To be discussed and included in the Governance Review.

8. Business Arising:

8.1 Simone Hoyle, Governance Chair, reported:

a) Code of Conduct (COC) and Conflict of Interest (COI):

- The COC, and COI policies are undergoing a rigorous review process.
- The documents address governance gaps identified during the review process, with a focus on strengthening governance practices now and into the future.
- The policies aim to reinforce credibility and trust in the PBC and among key stakeholders.
- The scope of the documents is limited to the PBC, RBC, and sub-committees.
- Endorsement from the PBC is sought, with a review scheduled in 12 months

b) Sanctuary Cove Community App:

- A key recommendation from the critical event working group was to ensure access to crisis management plans.
- The app will offer ready access to critical information and documents hosted on the website. It will position the community to adapt to future technological change.
- The Body Corporate team sourced a cost-effective solution to initiate the project.

8.2 A Class Water Update:

- Concern was raised about the total cost of the project and its variation from the budget - \$164,000 over.
- An audit to be conducted following project completion in January 2026.

8.3 Update on Solar panels at Jabiru Toilet block:

- A quote for a UPS system (backup battery) option is pending.
- Personnel from BC Services are in regular communication with the owner and are seeking quotes on a battery system. The MN for Zieria requested to be copied into correspondence.

8.4 4638 The Parkway – Update (QCAT):

- Consent orders were agreed upon by both parties, resulting in the application being dismissed on the basis that the Buttners would relocate the window to the approved position. QCAT issued a confirmation.
- A meeting was held with In-House Counsel, the Chairperson, and the owner of Lot 4638.
- Upon inspection of the window in question, it was noted the proposed relocation may increase visibility into Lot 4636.
- A subsequent meeting was conducted with Mr and Mrs Leslie to explain that relocating the window could reduce their level of privacy. They acknowledged this feedback. An alternative option may be considered to increase the fence height.
- Matter pending.

8.5 Proposed sale of PBC Vehicles:

- 5 x Vehicles and 3 x Buggies are owned by the PBC. PTBC contributed 30% to the purchase.
- It was recommended by the SCCSL board these vehicles should come under the ownership of SCCSL as they are utilised by both entities. There was general agreement from the MNs.

- **Action:** Legal Counsel to construct a motion for proposal at the October EGM.

8.6 Recovery of outstanding debt for damage to lamp post:

- The driver ceased paying after 3 payments of \$1,000 and missed July and August.
- He is experiencing financial difficulties; however, assured payment of \$3,000 in October. Future action will depend on payment or lack thereof.
- **Action:** Legal counsel to monitor and advise.

8.7 Matters In Progress (MsIP):

- In future, the MsIP table will be expanded to include anticipated timeframes and relevant/current commentary.
- Schotia Island intersection to be added to MsIP.

8.8 Replacement of Chairperson – Mid Term appointment:

- An agreed process was included in the agenda. The EC will recommend a replacement Chairperson for the November EGM and December AGM to be ratified by the PBC.

8.9 MN Attendance/Participation of MNs:

- The lack of attendance at meetings was discussed, including possible measures to accommodate those unable to be present.
- Suggestions: extend Teams invitations to facilitate remote participation; shorten meetings and the meeting booklet.

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

MEETING CLOSED at 11:25 AM

Chairperson: Mr Stuart Shakespeare X.....

PBC				POLL VOTING CALCULATOR Motion 7 Code of Conduct				MEETING DATE 25/09/2025			
Motion 12											
STAGE	LOTS ENT			MEMBERS PRESENT		VP	PROXY	VOTE COUNT			
s1	1	Acacia	1 28 1.54%	Michael Longes	VP						
s2	2	Adelia	1 41 2.25%				No Rep at PBC				
s2	3	Alphitonia	1 39 2.14%	Stephen Anderson	VP						
s2	4	Alpinia	1 75 4.11%	Dianne Taylor							
s2	5	Alyxia	1 46 2.52%	Neill Ford	VP						
s2	6	Ardisia	1 55 3.02%				No Rep at PBC				
s1	7	Araucaria	1 98 5.38%	Maxine Monroe							
s2	8	Banksia Lakes	1 50 2.74%	Andrea Luyckx	VP						
s1	9	Bauhinia	1 92 5.05%	Peter Hawley							
s2	10	Caladenia	1 31 1.70%	Tony McGinty							
s1	11	Cassia	1 116 6.36%	Peter Cohen	VP						
s1	12	Colvillia	1 104 5.70%	Robert Nolan							
s2	13	Corymbia	1 37 2.03%	Suzi Ledger	VP						
s2	14	Darwinia	1 22 1.21%	Tony Curtis							
s2	15	Felicia	1 48 2.63%	Stuart Shakespeare							
s2	16	Fuschia	1 19 1.04%	Nabil Issa	VP						
s1	17	Harpullia	1 76 4.17%	Paul Kernaghan							
s2	18	Justicia	1 48 2.63%	No Rep at PBC			No Rep at PBC				
s1	19	Livingstonia	1 96 5.27%	Brian Earp	VP						
s2	20	Molinia	1 30 1.65%	Peter Game	VP						
s1	21	Plumeria	1 88 4.83%	Nicholas Eisenhut	VP						
s1	22	Roystonia	1 65 3.57%	Cheryl McBride							
s2	23	Schotia Island	1 113 6.20%	Lee Ubergang	VP						
s2	24	Tristania	1 78 4.28%	David Nelson							
s1	25	Washingtonia	1 115 6.31%	David Francis							
s2	26	Woodsia	1 27 1.48%	Peter Hay							
s2	27	Zieria	1 26 1.43%	Hugh Martin							
	28	MSCD	1 110 6.03%	Stephen Anderson	VP						
	29	MSCD	1 20 1.10%	Mick McDonald	VP						
	30	MSCD	1 30 1.65%	Stephen Anderson	VP						
			30 1823				2				0
SUMMARY											
TOTAL MEMBERS AT MEETING				27							
TOTAL MEMBERS ELIGIBLE TO VOTE				27							
LOTS PRESENT AT MEETING				1823							
TOTAL MEMBERS ELIGIBLE TO VOTE				1823							
TOTAL ENTITLEMENTS ELIGIBLE TO VOTE				1823							
YES				1444	79.21%	POLL CARRIED					
NO				65	3.57%	SPECIAL FAILED					
ABSTAIN				0	0.00%						
				1509	82.78%						
NO VOTE ENT				0							

ELIGIBLE TO		VOTING (LOTS)			POLL VOTE RESULTS				STD VOTE RESULTS			
UNFINANCIAL	VOTE	Yes	No	ABSTAIN	YES	NO	ABSTAIN	TOTAL	YES	NO	ABSTAIN	TOTAL
	28		X			28				1		
	41											
	39	X			39				1			
	75	X			75				1			
	46	X			46				1			
	55											
	98	X			98				1			
	50	X			50				1			
	92	X										
	31	X			31				1			
	116	X			116				1			
	104	X			104				1			
	37		X			37				1		
	22	X			22				1			
	48	X			48				1			
	19	X			19				1			
	76	X			76				1			
	48											
	96	X			96				1			
	30	X			30				1			
	88	X			88				1			
	65	X			65				1			
	113	X			113				1			
	78											
	115	X			115				1			
	27	X			27				1			
	26	X			26				1			
	110	X			110				1			
	20	X			20				1			
	30	X			30				1			
0	1823	0	0	0	1444	65	0	1509	23	2	0	25
0				0	79.21%	3.57%	0.00%		92.00%	8.00%	0.00%	

Motion 20										ELIGIBLE			VOTING (LOTS)			POLL VOTE RESULTS				STD VOTE RESULTS																													
STAGE	LOTS ENT				MEMBERS PRESENT		VP	PROXY	VOTE COUNT	UNFINANCIAL	TO VOTE		Yes	No	ABSTAIN	YES	NO	ABSTAIN	TOTAL	YES	NO	ABSTAIN	TOTAL																										
s1	1	Acacia	1	28	1.54%	Michael Longes	VP				28		X			28				1																													
s2	2	Adelia	1	41	2.25%			No Rep at PBC			41																																						
s2	3	Alphitonia	1	39	2.14%	Stephen Anderson	VP				39		X			39				1																													
s2	4	Alpinia	1	75	4.11%	Dianne Taylor					75		X			75				1																													
s2	5	Alyxia	1	46	2.52%	Neill Ford	VP				46		X			46				1																													
s2	6	Ardisia	1	55	3.02%			No Rep at PBC			55																																						
s1	7	Araucaria	1	98	5.38%	Maxine Monroe					98		X			98				1																													
s2	8	Banksia Lake	1	50	2.74%	Andrea Luyckx	VP				50		X			50				1																													
s1	9	Bauhinia	1	92	5.05%	Peter Hawley					92																																						
s2	10	Caladenia	1	31	1.70%	Tony McGinty					31		X			31				1																													
s1	11	Cassia	1	116	6.36%	Peter Cohen	VP				116		X			116				1																													
s1	12	Colvillia	1	104	5.70%	Robert Nolan					104		X			104				1																													
s2	13	Corymbia	1	37	2.03%	Suzi Ledger	VP				37			X			37			1																													
s2	14	Darwinia	1	22	1.21%	Tony Curtis					22		X			22					1																												
s2	15	Felicia	1	48	2.63%	Stuart Shakespeare					48		X			48				1																													
s2	16	Fuschia	1	19	1.04%	Nabil Issa	VP				19		X			19				1																													
s1	17	Harpullia	1	76	4.17%	Paul Kernaghan					76		X			76				1																													
s2	18	Justicia	1	48	2.63%	No Rep at PBC		No Rep at PBC			48																																						
s1	19	Livingstonia	1	96	5.27%	Brian Earp	VP				96		X			96				1																													
s2	20	Molinia	1	30	1.65%	Peter Game	VP				30		X			30				1																													
s1	21	Plumeria	1	88	4.83%	Nicholas Eisenhut	VP				88		X			88				1																													
s1	22	Roystonia	1	65	3.57%	Cheryl McBride					65		X			65				1																													
s2	23	Schotia Islar	1	113	6.20%	Lee Ubergang	VP				113		X			113				1																													
s2	24	Tristania	1	78	4.28%	David Nelson					78																																						
s1	25	Washington	1	115	6.31%	David Francis					115		X			115				1																													
s2	26	Woodsia	1	27	1.48%	Peter Hay					27		X			27				1																													
s2	27	Zieria	1	26	1.43%	Hugh Martin					26		X			26				1																													
	28	MSCD	1	110	6.03%	Stephen Anderson	VP				110		X			110				1																													
	29	MSCD	1	20	1.10%	Mick McDonald	VP				20		X			20				1																													
	30	MSCD	1	30	1.65%	Stephen Anderson	VP				30		X			30				1																													
30				1823					2					0					1472	37	0	1509	24	1	0	25																							
										0	0	1823	0	0	0	80.75%	2.03%	0.00%		96.00%	4.00%	0.00%																											
TOTAL MEMBERS AT MEETING						27																																											
TOTAL MEMBERS ELIGIBLE TO VOTE						27																																											
LOTS PRESENT AT MEETING						1823																																											
TOTAL MEMBERS ELIGIBLE TO VOTE						1823																																											
TOTAL ENTITLEMENTS ELIGIBLE TO VOTE						1823																																											
				YES	1472	80.75%		POLL		SPECIAL		DISSENT																																					
				NO	37	2.03%		CARRIED		FAILED																																							
				ABSTAIN	0	0.00%																																											
				1509	82.78%																																												
NO VOTE ENT				0	0.00%																																												

POLL

CARRIED

SPECIAL

DISSENT

FAILED

Motion 20										VOTING (LOTS)			POLL VOTE RESULTS				STD VOTE RESULTS						
STAGE	LOTS		ENT		MEMBERS PRESENT	VP	PROXY	VOTE COUNT		UNFINANCIAL	ELIGIBLE TO VOTE		Yes	No	ABSTAIN	YES	NO	ABSTAIN	TOTAL	YES	NO	ABSTAIN	TOTAL
s1	1	Acacia	1	28	1.54%	Michael Longes	VP				28		X			28				1			
s2	2	Adelia	1	41	2.25%			No Rep at PBC			41												
s2	3	Alphitonia	1	39	2.14%	Stephen Anderson	VP				39		X			39				1			
s2	4	Alpinia	1	75	4.11%	Dianne Taylor					75		X			75				1			
s2	5	Alyxia	1	46	2.52%	Neill Ford	VP				46				X			46			1		
s2	6	Ardisia	1	55	3.02%			No Rep at PBC			55												
s1	7	Araucaria	1	98	5.38%	Maxine Monroe					98		X			98				1			
s2	8	Banksia Lake	1	50	2.74%	Andrea Luyckx	VP				50		X			50				1			
s1	9	Bauhinia	1	92	5.05%	Peter Hawley					92												
s2	10	Caladenia	1	31	1.70%	Tony McGinty					31		X			31				1			
s1	11	Cassia	1	116	6.36%	Peter Cohen	VP				116		X			116				1			
s1	12	Colvillia	1	104	5.70%	Robert Nolan					104		X			104				1			
s2	13	Corymbia	1	37	2.03%	Suzi Ledger	VP				37			X			37				1		
s2	14	Darwinia	1	22	1.21%	Tony Curtis					22		X			22				1			
s2	15	Felicia	1	48	2.63%	Stuart Shakespeare					48		X			48				1			
s2	16	Fuschia	1	19	1.04%	Nabil Issa	VP				19		X			19				1			
s1	17	Harpullia	1	76	4.17%	Paul Kernaghan					76		X			76				1			
s2	18	Justicia	1	48	2.63%	No Rep at PBC		No Rep at PBC			48												
s1	19	Livingstonia	1	96	5.27%	Brian Earp	VP				96		X			96				1			
s2	20	Molinia	1	30	1.65%	Peter Game	VP				30		X			30				1			
s1	21	Plumeria	1	88	4.83%	Nicholas Eisenhut	VP				88		X			88				1			
s1	22	Roystonia	1	65	3.57%	Cheryl McBride					65		X			65				1			
s2	23	Schotia Islan	1	113	6.20%	Lee Ubergang	VP				113		X			113				1			
s2	24	Tristania	1	78	4.28%	David Nelson					78												
s1	25	Washington	1	115	6.31%	David Francis					115		X			115				1			
s2	26	Woodsia	1	27	1.48%	Peter Hay					27		X			27				1			
s2	27	Zieria	1	26	1.43%	Hugh Martin					26		X			26				1			
	28	MSCD	1	110	6.03%	Stephen Anderson	VP				110		X			110				1			
	29	MSCD	1	20	1.10%	Mick McDonald	VP				20		X			20				1			
	30	MSCD	1	30	1.65%	Stephen Anderson	VP				30		X			30				1			
	30		1823					2		0	1823		0	0	0	1426	37	46	1509	23	1	1	25
										0		0				78.22%	2.03%	2.52%		92.00%	4.00%	4.00%	

SUMMARY

TOTAL MEMBERS AT MEETING	27
TOTAL MEMBERS ELIGIBLE TO VOTE	27

LOTS PRESENT AT MEETING	1823
TOTAL MEMBERS ELIGIBLE TO VOTE	1823

TOTAL ENTITLEMENTS ELIGIBLE TO VOTE	1823
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		POLL	SPECIAL DISSENT
YES	1426	78.22%	CARRIED
NO	37	2.03%	FAILED
ABSTAIN	46	2.52%	
	1509	82.78%	
NO VOTE ENT	0	0.00%	