



## **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 16 October 2025 at 9:00 AM  
**Meeting time:** **9:00am – 11:45am**  
**Chairperson:** Mr Stuart Shakespeare

---

### **ATTENDANCE**

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

Lot 1712 Mr Brian Earp  
Lot 1769 Mrs Cheryl McBride - Secretary  
Lot 107045 Mr Paul Kernaghan - Treasurer  
Lot 107128 Mr Stuart Shakespeare - Chairperson  
Lot 107209 Ms Dianne Taylor  
Lot 107399 Mr Tony McGinty (arrived at 9:39m)

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

Lot 107209 Dianne Taylor (pre-voted)

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

#### **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 (JS – Minute Taker)  
Mrs Cassie McAuliffe – General Manager (CMA)  
Ms Shany Fox – Facilities Manager (SF)  
Mrs Brogan Watling – In-House Counsel (BW)

#### **Apologies:**

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

#### **Motions**

**1 Approval of PBC EC Minutes 11th September 2025 (Agenda Item 6.1)**

Statutory Motion Submitted by Committee

**CARRIED**

**RESOLVED** that the Minutes of the PBC Executive Committee Meeting held on 11<sup>th</sup> September 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	1

***NOTE: The minutes record that Mrs Cheryl McBride was "present by voting paper and in person." This is incorrect. Mrs McBride was absent from the meeting.***

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

**2 Approval of ARC Report 7th October 2025 (Agenda Item 6.2)**

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 7th October 2025.

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

Yes	5
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 7th October 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 7th October 2025.

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

### 3 PBC Executive Committee S41 (14) SCRA (Agenda Item 6.3)

Submitted by Committee

**CARRIED**

**RESOLVED** that in accordance with section 41(4) Sanctuary Cove Resort Act 1985 (Qld), the PBC Executive Committee is to consist of at least 5 and not more than 7 voting members.

Yes	5
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			

### 4 PBC EC dates for 2026 (Agenda Item 6.4)

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC Executive Committee resolves to call an Executive Committee Meeting of the PBC on the following dates at 9:00am in 2026:

Thursday 15 January 2026  
 Thursday 12 February 2026  
 Thursday 12 March 2026  
 Thursday 16 April 2026  
 Thursday 14 May 2026  
 Thursday 11 June 2026  
 Thursday 16 July 2026  
 Thursday 13 August 2026  
 Thursday 10 September 2026  
 Thursday 15 October 2026  
 Thursday 12 November 2026

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		

## 5 PBC EGM dates for 2026 (Agenda Item 6.5)

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC Executive Committee resolves to call an Extraordinary General Meeting of the PBC on the following dates at 10:00am in 2026:

Thursday 29 January 2026  
 Thursday 26 February 2026  
 Thursday 26 March 2026  
 Thursday 30 April 2026  
 Thursday 28 May 2026  
 Thursday 25 June 2026  
 Thursday 30 July 2026  
 Thursday 27 August 2026  
 Thursday 24 September 2026  
 Thursday 29 October 2026  
 Thursday 26 November 2026  
 Monday 14 December 2026 - AGM

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		

### Correspondence for Information:

#### CFI 5. Action Items log & Matters in Progress (MIPs):

- Jodie and Cheryl to work together to collate the two to ensure no crossover or double up.
- **Action:** JS to add to MIPs
  - NBN access agreement – conditions of access
  - FTTH user agreement
  - ST Parking Visitor signs

## Correspondence for Action:

### **CFA 1. 8009 Modification to stormwater inlet:**

- It was noted that when works were previously proposed in 2022, the owner declined the invitation for them to proceed.
- It was agreed that the works are not required to proceed at this stage.
- **Action:** JS to advise the owner accordingly.
- Discussion was held regarding driveways and crossovers, and the expectations within the community when repairs are required. Where an owner upgrades their driveway, the PBC remains responsible for the cost associated with the secondary thoroughfare portion. In future, the PBC will ensure safety and structural integrity of the section of the driveway on the secondary thoroughfare. Such remediation will be reflective of the original state of the driveway not the renovations that the owner may have chosen to construct e.g. stencilled concrete, tiles etc.
- The proposed amendment to the ST by-laws, which sought to make residents responsible for the maintenance and repair of the secondary thoroughfare if damaged, was removed as it conflicted with the SCRA.
- It was suggested that legal advice be sought regarding an amendment to SCRA.
- **Action:** BW to investigate.

### **CFA 2. 8013 Removal of Leopard Tree:**

- PBC have declined removal of the tree.
- **Action:** JS to advise the owner.

### **CFA 3. 5939 Arborist report for tree:**

- The arborist's report states the tree is sound, the PBC declined the request for removal.
- **Action:** SF to send the arborist's report to owner. JS to advise the outcome.

### **CFA 4. Deed for delivery of unsolicited advertising material:**

- Discussion was held regarding the deed, which was established to ensure contractors are monitored and agree to comply with the relevant by-laws and conditions.
- **Action:** JS to liaise with Security to ensure that Taymardan buggies are no longer utilising the parking bay allocated to Security.

### **CFA 5. Dredging within SC waterways:**

- Approval for this project was granted in 2024, and it has been included in the Sinking Fund list of projects.
- It was recommended that separate channel dredging be undertaken to address root intrusion into the harbours, which would involve relocating sediment to an alternative site.
- Findings indicate that the dredging completed in 2022 has been largely effective, and the contractor has recommended proceeding with targeted "hot spot" dredging.
- **Action:** SF to obtain quotes for PBC EGM.

### **CFA 6. 7105 Driveway repairs:**

- **Action:** SF to source and investigate if repair is necessary, and if so, obtain quotes to propose a motion at the PBC EGM in the new financial year.

### **CFA 7. Request for footpath from boat ramp to Koala Park:**

- It was suggested that a reminder be included in the next PBC newsletter advising residents that the roads are shared and that compliance with the 40 km/h speed limit is required.
- A tender in 2021/2022 revealed expenditure was in excess of \$450k. Consideration is required from the PBC re: the potential removal of infrastructure and trees to accommodate a proposed path.

#### **CFA 8. 1821 Compliance breach with vacant lot untidy and materials dumped:**

- The PBC determined it is the owner's responsibility to ensure the vacant lot is kept clean, tidy, and mowed.
- **Action:** JS to advise the owner and offer the option of regular lot mowing services to ensure ongoing compliance.

#### **CFA 9. 1932 Planter Box Removal:**

- It was noted that the owners have removed the planter box located on the Secondary Thoroughfare.
- The PBC requested that the exposed wall be painted.

#### **CFA 10. 8014 Floating pontoon complaint:**

- SRB Consulting has determined that the floating pontoon is non-compliant.
- **Action:** Building Approvals to contact the owner and advise that an application must be submitted to the ARC for approval.

### **General Business:**

#### **1. Governance Improvement Project Update – Cheryl McBride:**

##### **• Key progress – documents under GLG review:**

- Draft Governance Overview providing framework clarity, definitions, acronyms, and a one-page "What you need to know" summary.
- Five Terms of Reference (TORs) drafted – PBC, EC, RBC in finalisation; ARC and CSC TORs completed and reviewed by sub-committees.
- Ten Role Statements completed covering PBC, EC, RBC, and sub-committee positions.
- Delegations of Authority Matrix and Delegations Register Template drafted for PBC, EC, sub-committees, and SCCSL.
- PBC Briefing paper prepared on proposed delegated authorities.
- Single page Decision Rights Matrix ("Who decides what") drafted.
- PBC minutes Governance Guideline drafted and reviewed by SCCSL and Brogan.

##### **• SC Digital App:**

- Cassie reviewing website to improve digital access and readability of governance materials.

##### **• Next Steps:**

- Maintain a monthly cadence of draft documents presented to the PBC.
- PBC to have two months for review, questions, and suggested edits before any approval motion is proposed.

##### **• October PBC – for initial review (no motion):**

- PBC TOR and PBC role statements.
- ARC and CSC TORs

#### **2. PBC Secretary & Treasurer Positions – Cheryl McBride:**

- A concern was raised regarding the event that no nominations are received for the two vacant positions.
- SCRA stipulates a minimum requirement of five voting members.
- It was noted that, should no nominations be received, consideration may be given to appointing individuals with experience to fill the positions.
- Two motions are to be presented at the October PBC EGM for approval. The first motion seeks to appoint Cheryl as Chairperson effective from the end of October - December.
- The second motion proposes the appointment of a Secretary and Treasurer as non-voting members if no nominations are received.

- A VOC will be distributed following the meeting regarding Cheryl's replacement as Chairperson for the remainder of the current term, with the outcome to be ratified at the upcoming PBC EGM.
- Stuart may remain on the PTBC for the remainder of the current term; however, a motion will need to be submitted at the PBC AGM to appoint a representative for the following year.
- PTBC nominations for the EC close 4pm Friday 31<sup>st</sup> October 2025.

### **3. Gravel Road FTTH:**

- A deed has been drawn; it was recommended for BW input.
- A letter of intent has been drawn and will be given to Gravel Road.
- **Action:** Agreement to go to the PBC EGM for approval in October.

### **4. Solar Panels on Jabiru Toilet block:**

- Discussion was held regarding available options, including the installation of screening around the solar panels, the planting of large trees along the fence line to provide visual coverage, or the installation of a backup battery.
- The preferred outcome was to proceed with the installation of a backup battery and the removal of the solar panels.
- **Action:** Clarify with Mike whether the associated cables will also be removed upon removal of the solar panels.
- Discussion was held regarding the misuse of the toilet block by tradespeople and contractors. It was suggested that a card reader be installed to restrict access, ensuring the facilities are available for resident use only.
- **Action:** SF to check on installation price as it appears quite high.
- **Action:** CMA to follow up on cost for the app access annually.
- **Action:** Jodie to contact owner (neighbour) to keep her informed.

### **5. EC Expenditure:**

- An approximate cost estimate will be required for approval, and a special resolution at PBC EGM will be necessary to proceed.

### **6. Village Gates Update:**

- The Chairperson advised that a meeting had been held with Mulpha earlier in the week to discuss their communication regarding the delay of the village gates until December 2025.
- The delay was explained as being due to Energex mains and stormwater pipe work. Mulpha indicated that the delay is beyond their control, as Energex has been slow to complete the required works.
- Barry Teeling from Mulpha to provide a response to PBC within 48 hours.

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

**MEETING CLOSED** at 11:45 AM

Chairperson: Mr Stuart Shakespeare X.....