Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE 202

Notice of business to be dealt with at the EXTRAORDINARY GENERAL MEETING of the Sanctuary Cove Principal Body Corporate 202, to be held at Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212 on 30 Oct 2025 at 10:00 AM

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

INDEX OF DOCUMENTS

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

Please take the time to complete and return the voting paper to the reply address below or submit to the PBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, Sanctuary Cove QLD, 4212

Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate 202

Notice of business to be dealt with at the EXTRAORDINARY GENERAL MEETING of the Sanctuary Cove Principal Body Corporate GTP 202, to be held at Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212 on 30 Oct 2025 at 10:00 AM

To avoid delaying commencement of the meeting, it would be appreciated if voting papers could be received by this office at least 24 hours prior to the meeting. However, voting papers will be accepted prior to the commencement of the meeting.

AGENDA

1. Attendance record including admittance of voting papers
2. Quorum
3. Financial status of RBC's
4. Recording of the meeting
5. Motions

5.1 Approval of Previous General Meeting Minutes - 25th September 2025
5.2 PBC Executive Committee S41 (4) SCRA
5.3 PBC Nominates Stuart Shakespeare to the role of PTBC EC
5.4 Ratification of Mrs Cheryl McBride as appointed Chairperson
5.5 Approval to appoint PBC Treasurer and Secretary as non voting members if positions remain vacant
5.6 Approval of entry into Deed of Assignment of Services Agreement for Connection to FTTH
5.7 Approval to transfer vehicles to Sanctuary Cove Community Services Limited
5.8 Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed
5.9 Agreement to extend Security Services Agreement for 12 months
5.10 Approval of pay additional fees of Cooper Grace Ward for advice on land tax liability
5.11 Approval of expenditure to provide nourishment for the Sanctuary Cove PBC Members Nominees
5.12 Approval for expenditure to engage Niche Studio to implement a QR code system and ongoing website management
5.13 Approval for the removal of solar panels installed on Jabiru Park toilet block and installation of backup battery system

Facilities:

5.14 Approval of expenditure and engagement of Urban Asset Solutions for rectification works at The Address
5.15 Approval for proposed strip/grate drain - stormwater drainage remediation works within Darwinia Park
5.16 Approval of expenditure and engagement of Secure Access for intercom upgrade

5.17 Approval of expenditure and engagement of Social Plumbing for residential water meter replacement
5.18 Approval of expenditure and engagement of Flame Control Industries to conduct PBC Fire Hydrant Annual Inspection
5.19 Approval of Consultancy Agreement between PBC and Gravel Road Group Pty Ltd

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	30 Sept 2025	PBC Chairperson	Mulpha	Village Gate Complaint
2.	Sept 2025	SCCSL MBC	PBC	Matters In Progress
3.	17 October 2025	SCCSL In-House Counsel	PBC	Proposed amended RZABLs
4.	20 October 2025	SC Golf Club	Residents	Annual Course Renovations
5.	20 October 2025	SCCSL In-House Counsel	PBC	Auth to use PTBC & PBC funds Policy & Procedure
6.	20 October 2025	PBC Treasurer	PBC MNs	Correspondence regarding Treasurer position
7.	July/Oct 2025	SCCSL MBC	PBC	Action logs from PBC EGM/EC meetings
8.	October 2025	SCCSL	PBC	Invoice Hub Introduction
9.	8 October 2025	Mulpha	PBC	Commissioning of Village Gates

7. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	17 October 2025	SCCSL	PBC	Parking ticket changes with new ST by-law amendment
2.	17 October 2025	MN for Corymbia	PBC	Request for Christmas gathering on ST in Darwinia

8. Business Arising

8.1 PBC Motions –

- Schotia Island Intersection

8.2 Next meeting to be held 27th November 2025

9. Closure of Meeting

GENERAL INSTRUCTIONS
EXTRAORDINARY GENERAL MEETING NOTICE

INTERPRETATIONS

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

VOTING RIGHTS Any powers of voting conferred by or under this part may be exercised:

(a) in the case of a proprietor who is an infant-by the proprietor's guardian;

(b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property:

(c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the Sanctuary Cove Resort Act 1985, sets out the following interpretation for:

SPECIAL RESOLUTION

'Special Resolution' means a resolution, which is:

(a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

EXPLANATORY SCHEDULE TO VOTING PAPER
SANCTUARY COVE PRINCIPAL CTS 202

Motion 3 - PBC Nominates Stuart Shakespeare to the role of PTBC EC (Agenda Item 5.3)
On 29th September the PBC received correspondence from the PTBC calling for nominations to the PTBC EC. Nominations are due by 31 October 2025. In the past, the PBC nominee to the PTBC EC has always been the PBC MN. This person is determined at the AGM of the PBC which is not held until December. The PBC should appoint a person now. If it is the intention for the PBC to then have new MN sit in the role of a member of the PTBC, then it can nominate another person after the PBC's AGM and seek the PTBC's consent to appoint the new PBC nominee.

Motion 6 - Approval of entry into Deed of Assignment of Services Agreement for Connection to FTTH (Agenda Item 5.6)
On 2 October 2025, following a resolution of the PBC, the PBC entered into a Services Agreement for Connection to the FTTH with Mulpha Sanctuary Cove Harbour One Pty Ltd. This agreement is for Harbour One's use of the PBC's FTTH Network. Mulpha now wishes to transfer this agreement to the body corporate that has been established for Harbour One and has provided a Deed of Assignment for the PBC to execute**.**

Motion 7 - Approval to transfer vehicles to Sanctuary Cove Community Services Limited (Agenda Item 5.7)
The PBC is the owner of 8 vehicles that it purchased across 2020 – 2025. Of those vehicles:

- five (5) are Toyota Hilux Utes assigned to five (5) members of the Facilities Services Team for the purpose of providing the contracted facilities services; and
- three (3) are buggies used by the Facilities Services Team, the Compliance Officer, the Building Approvals Officer and the Body Corporate Management Team across the Resort.

Although registered as a PBC asset, the PTBC contributed to 30% of the purchase price of each vehicle. The Board has determined that the vehicles should more appropriately be owned by Sanctuary Cove Community Services Limited (the **Company**) and has offered to purchase the vehicles from the PBC at book value.
If the PBC agrees, it should provide its consent to transfer the vehicles to the Company's name.
A copy of the Contract for the Sale of Vehicles has been circulated with a copy of the agenda.

Motion 8 - Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed (Agenda Item 5.8)
In previous years, letterbox distributions were undertaken without prior PBC approval or consent by external contractors operating within the residential precinct. To address this, the PBC has developed a formal Deed of Agreement for any contractor engaged to deliver unsolicited advertising material within the residential zone. This measure ensures compliance with the relevant by-laws and enables appropriate monitoring of such activities.

Motion 9 - Agreement to extend Security Services Agreement for 12 months (Agenda Item 5.9)
Last year the PBC agreed to extend the terms of the current Security Services – User Agreement for a further period of 1 year to permit Sanctuary Cove Security Services Pty Ltd (SCSS) to review the current arrangement and prepare new terms for consideration by the PBC. SCSS is not in a position to provide new terms to the PBC for its consideration and requires additional time to properly review and comment on the proposed cost allocation for the PBC (in addition to the other 8 users of security services in the Resort).

Motion 10 - Approval to pay additional fees of Cooper Grace Ward for advice on land tax liability (Agenda Item 5.10)

Cooper Grace Ward was engaged by the PBC to provide advice to the PBC on its liability for land tax. They provided an estimate of up to $7,500 plus GST to perform that work and that was approved by the PBC. However, they have ultimately invoiced for $8,000 plus GST and disbursements ($8,838.17). Their reason for exceeding their original estimate is that there was complexity that arose during the course of preparing the advice they had not anticipated which included: the review of the operation of the PBC; the "extra-ordinary" functions and powers granted to the PBC (ie planning power, maintenance of secondary thoroughfares, canals etc) under the Sanctuary Cove Resort Act; and their consequent interaction with the substantive body of case law regarding public authorities. They also noted that their work-in-progress exceeded the amount they invoiced the PBC, indicating that a discount (to keep close to their original estimate) had already been applied.

Motion 12 - Approval for expenditure to engage Niche Studio to implement a QR code system and ongoing website management (Agenda Item 5.12)

*The QR code setup, estimated at **4–5 hours**, will include:*

- *Design and installation of a banner or popup to guide users.*
- *Development of simple, device-specific access instructions.*
- *Generation and integration of the QR code and app-style icon tile for home-screen access from mobile or tablet devices.*
- *Testing and optimisation across both iOS and Android platforms.*

Procurement Rationale

One quotation was obtained from Niche Studio as they are the current website maintenance contractor with existing technical knowledge, system access, and experience with the PBC's digital platform. Engaging the incumbent provider ensures continuity, cost efficiency, and timely delivery of the proposed works relative to the scale and value of the project.

Motion 13 - Approval for the removal of solar panels installed on Jabiru Park toilet block and installation of backup battery system (Agenda Item 5.13)

The actual expenditure would be via the Company, as the equipment forms part of the operational infrastructure used to deliver contracted security services.

Motion 14.2 - Approval for proposed strip/grate drain - stormwater drainage remediation works within Darwinia Park (Agenda Item 5.15)

***Option A** (strip drain) remains the recommended methodology as it provides a more effective and purpose-built solution for managing water flow by actively removing it from the affected area and discharging it to the kerb and roadway.*

The original motion presented in August 2025 was withdrawn to allow for amendments to the scope following resident feedback – Wednesday 17 September, including the inclusion of a larger Everhard DuraDRAIN 200 Series Channel with Galvanised Steel Class B Grate. As a result of these scope changes, updated quotations were sought from both contractors.

Motion 14.6 - Approval of Consultancy Agreement between PBC and Gravel Road Group Pty Ltd (Agenda Item 5.19)

At the September EGM the PBC approved the engagement of Gravelroad Group Pty Ltd at a cost of $140,800 (inc GST) to provide consultancy services with respect to Part A of the FTTH Network Review.

Following the September EGM, Gravelroad Group Pty Ltd submitted a proposed contract to the PBC that will govern the performance/delivery of the consultancy services.

That contract has undergone review by SCSSL internally, Shaun Clarke (Chairperson of the Contracts sub-committee) and Stuart Shakespeare (Chairperson of the PBC). The contract is now being presented to the PBC for its review and for authority to execute. Based on the experience of its members, the Contracts sub-committee has formed the view that the contract does not require legal advice. However, if the PBC is dissatisfied with any contract terms or considers that a contract at this value requires legal advice, then that can be arranged. Proceeding with legal advice will delay the start date of the proposed FTTH Network Review by Gravelroad as the PBC will have to obtain quotes from two solicitors, engage a solicitor and then receive the advice.

VOTING PAPER

Extraordinary General Meeting for the 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 30 October 2025 at 10:00 AM**

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 General Meeting Minutes - 25th September 2025 (Agenda Item 5.1)	Ordinary Resolution

Statutory Motion Submitted by Chairperson

THAT the Minutes of the PBC Extraordinary General Meeting held on 25th September 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	PBC Executive Committee S41 (4) SCRA (Agenda Item 5.2)	Ordinary Resolution

Submitted by Chairperson

THAT in accordance with s41(4) Sanctuary Cove Resort Act 1985 (Qld), the PBC Executive Committee is to consist of at least 5 voting members who must be Members Nominees. Furthermore, as decided by the PBC, July 2020, the PBC shall not consist of more than 7 voting members.

Yes ☐

No ☐

Abstain ☐

3	PBC Nominates Stuart Shakespeare to the role of PTBC EC (Agenda Item 5.3)	Ordinary Resolution

Submitted by Owner MN for Roystonia

THAT the PBC nominates Stuart Shakespeare to the role of Ordinary Member of the PTBC EC which, if successfully elected to that role by the PTBC, will take effect from the PTBC's AGM scheduled for15th December 2025.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

4	Ratification of Mrs Cheryl McBride as appointed Chairperson (Agenda Item 5.4)	Ordinary Resolution

Submitted by Chairperson

THAT, in accordance with the PBC's Policy on the Resignation of Chairperson and Ordinary PBC Executive Committee Member dated 24 July 2023, the PBC ratifies the decision of the Executive Committee dated 16 October 2025 to appoint Mrs Cheryl McBride to the position of Chairperson from 1 November 2025 for the remaining term of the PBC election year.

Yes ☐
No ☐
Abstain ☐

5	Approval to appoint PBC Treasurer and Secretary as non voting members if positions remain vacant (Agenda Item 5.5)	Ordinary Resolution

Submitted by Chairperson

THAT in accordance with s41(6A) Sanctuary Cove Resort Act 1985 (Qld), should the positions of PBC Treasurer and Secretary remain vacant following the conduct of the PBC AGM, on 15th December 2025, suitably qualified candidates who are lot owners in the Sanctuary Cove Resort shall be sought and appointed following a merit selection process. The appointees will not be voting members of the PBC Executive Committee.

Yes ☐
No ☐
Abstain ☐

6	**Approval of entry into Deed of Assignment of Services Agreement for Connection to FTTH (Agenda Item 5.6)**	**Ordinary Resolution**

Submitted by Chairperson

THAT the PBC approves entry into the Deed of Assignment of Services Agreement for Connection to FTTH, generally on the terms contained in the Deed circulated with this agenda, and that any two Executive Committee members are authorised to execute the Deed of Assignment on behalf of the PBC.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

7	**Approval to transfer vehicles to Sanctuary Cove Community Services Limited (Agenda Item 5.7)**	**Ordinary Resolution**

Submitted by Chairperson

THAT the PBC agrees to sell its interest in the below eight (8) vehicles to Sanctuary Cove Community Services Limited at the book value as shown in column D (totaling $70,856.70), with the proceeds from the sale to be returned to the PBC and PTBC proportional to each entity's contribution to the purchase price as shown in column E (PBC: 70% ($49,599.69) and PTBC 30% ($21,257.01)).

And further, **THAT** the PBC agrees to enter into the Contract for the Sale of Vehicles generally on the terms set out in the agreement circulated with the agenda, with any two Executive Committee members authorised to sign the agreement on behalf of the PBC.

Yes ☐

No ☐

Abstain ☐

	A	B	C	D	E	
				Effective Life 5 Years	**Purchase Price Based on Book Value**	
	Vehicles	**Year**	**Cost**	**Book Value***	**PBC**	**PTBC**
1	Toyota Hilux 4x2 Workmate Cab Chassis	2025	$37,070.70	$37,070.70	$25,949.49	$11,121.21
2	Toyota Hilux 4x2 Workmate Cab Chassis	2023	$39,107	$23,464	$16,425	$7,039
3	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$23,111	-	-	-
4	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$20,727	-	-	-
5	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$23,111	-	-	-
6	Tomberlin (2 seater)	2021	$13,839	$2,768	$1,937	$830
7	Tomberlin Revenge (4 seater)	2022	$13,839	$4,152	$2,906	$1,246
8	Tomberlin Revenge (2 seater)	2022	$11,339	$3,402	$2,381	$1,021

**This cost includes accessories*

NOTE: Please refer to the Explanatory Schedule.

8	Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed (Agenda Item 5.8)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC generally approves the terms contained in the Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and agrees that this Deed may be offered to any business in the Sanctuary Cove Resort Marine Village wishing to conduct marketing within the Residential Zone. And further, that any two Executive Committee members are authorised to execute this Deed with any business within Sanctuary Cove Resort Marine Village on behalf of the PBC.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

9	Agreement to extend Security Services Agreement for 12 months (Agenda Item 5.9)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC agrees to extend the Security Services – User Agreement (the agreement under which is receives its security services) for a period of 1 year in accordance with the Letter of Extension from Sanctuary Cove Security Services Pty Ltd dated 21st October 2025 and that any two Executive Committee members are authorised to execute the Letter of Extension.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

10	Approval to pay additional fees of Cooper Grace Ward for advice on land tax liability (Agenda Item 5.10)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC approves the cost of $588.17 to cover the additional fees of Cooper Grace Ward in providing advice on the PBC's liability for land tax.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

11	Approval of expenditure to provide nourishment for the Sanctuary Cove PBC Members Nominees (Agenda Item 5.11)	Ordinary Resolution

Submitted by Chairperson

THAT in accordance with customary practice for volunteers dedicating significant time to the collective decision making and responsibility for a not-for-profit organisation, the sum of $200 per meeting or $2400p/a is sought to provide nourishment for the Sanctuary Cove PBC Members Nominees.

Yes ☐

No ☐

Abstain ☐

12	Approval for expenditure to engage Niche Studio to implement a QR code system and ongoing website management (Agenda Item 5.12)	Ordinary Resolution

Submitted by Chairperson

THAT the Principal Body Corporate (PBC) EGM approve expenditure of $3,140 (ex GST) for the engagement of Niche Studio to implement a QR code system to enable seamless mobile access, and to provide ongoing website management and continuous improvement services.
Scope of Works / Inclusions:

- Initial QR code setup and integration, enabling direct access via a dedicated **app-style tile** on residents' mobile or tablet devices.
- Routine content updates and minor technical fixes over the coming months.
- Flexibility for incremental design and feature enhancements to improve user experience.

Yes ☐

No ☐

Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

13	Approval for the removal of solar panels installed on Jabiru Park toilet block and installation of backup battery system (Agenda Item 5.13)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM approve the removal of the existing solar panels installed on the Jabiru Park toilet block, and the installation of a backup battery system to provide power supply during a mains power outage, ensuring the continued operation of security radios at no cost to the PBC.

Further **THAT** the Manager of Body Corporate will communicate with the neighbour following the outcome of the PBC decision.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

14	Facilities

14.1	Approval of expenditure and engagement of Urban Asset Solutions for rectification works at The Address (Agenda Item 5.14)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of $13,101.00 (Inc GST) for the engagement of Urban Asset Solutions to undertake the proposed works as outlined with funds to be allocated from the Administration Fund - GL Code 12660

Yes ☐
No ☐
Abstain ☐

14.2	Approval for proposed strip/grate drain - stormwater drainage remediation works within Darwinia Park (Agenda Item 5.15)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM approves the proposed Strip/Grate Drain - Stormwater drainage remediation works within Darwinia Park (secondary thoroughfare), and that one of the following contractors be engaged to undertake the works in accordance with their quotations circulated with the agenda. Funds to be allocated from the Sinking Fund – GL Code 224961 (Stormwater Line).

Yes ☐

No ☐

Abstain ☐

Contractor 1
Smartstone Group - $51,740.27 (Inc GST), quotation dated 14th October 2025

Contractor 2
Solutions + Co - $92,806.07 (Inc GST), quotation dated 13th October 2025

NOTE: Please refer to the Explanatory Schedule.

Alternatives for **Alternatives for Approval for proposed strip/grate drain - stormwater drainage remediation works within Darwinia Park (Agenda Item 5.15)**

A.
Contractor 1
Smartstone Group - $51,740.27 (Inc GST), quotation dated 14th October 2025
B.
Contractor 2
Solutions + Co - $92,806.07 (Inc GST), quotation dated 13th October 2025

VOTING OPTION A ☐ OPTION B ☐

14.3	Approval of expenditure and engagement of Secure Access for intercom upgrade (Agenda Item 5.16)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM approves the expenditure of $25,648.29 (Inc GST) for Secure Access Systems to undertake the upgrade of the security intercom network, Funds are to be allocated from the Sinking Fund – GL Code 224340.

Yes ☐

No ☐

Abstain ☐

14.4	Approval of expenditure and engagement of Social Plumbing for residential water meter replacement (Agenda Item 5.17)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM agrees to expend $100,926.90 (Inc. GST) for the engagement of Social Plumbing for the supply and installation of ninety-three (93) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506

Further **THAT** the PBC further notes that six (6) contractors were invited to submit quotations. Three (3) responses were received, with one (1) subsequently withdrawn, and three (3) contractors did not respond. Given the number of valid quotations received, the PBC approves a reduction in the minimum required number of quotations from three (3) to two (2).

Yes ☐
No ☐
Abstain ☐

14.5	Approval of expenditure and engagement of Flame Control Industries to conduct PBC Fire Hydrant Annual Inspection (Agenda Item 5.18)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of $11,616.00 (incl. GST) for the engagement of Flame Control Industries to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12340

Yes ☐
No ☐
Abstain ☐

14.6	Approval of Consultancy Agreement between PBC and Gravel Road Group Pty Ltd (Agenda Item 5.19)	Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM approves the Consultancy Agreement between Sanctuary Cove Principal Body Corporate (PBC) and Gravel Road Group Pty Ltd (ABN 93 090 113 018) for the provision of specialist consultancy services relating to the Fibre-to-the-Home (FTTH) Project.

Further **THAT** the PBC EGM further approves the execution of the Consultancy Agreement and authorises the Chairperson and Secretary to sign the agreement on behalf of the Principal Body Corporate.

Yes ☐
No ☐
Abstain ☐

NOTE: Please refer to the Explanatory Schedule.

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.

Name of voter: ____

Signature of voter: ______________________________________ **Date:** _______________

ATTACHMENTS

1. **MOTION INFORMATION**
2. **M 1. Minutes of previous General Meeting**
3. **M 4. PBC Chair and EC resignation policy. July 2023**
4. **M 7. Transfer of Vehicles Motion**
5. **M 9. Letter to Sanctuary Cove Principal Body Corporate - Security Services Agreement Extension**
6. **M 10. CGW Invoice 786760**
7. **M 12. sanctuary-cove-tb-2-20h-active_16wbunj**
8. **M 14. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - The Address Stormwater rectification - Stage 4**
9. **M 15. PBC - Darwinia Park - Drainage Remediation - Scope V3 Final**
10. **M 15. Concept Design - Drainage Plan**
11. **M 16. PBC- Security Intercom Upgrade - Version 3**
12. **M 17. Residential Water Meter Replacment 2025**
13. **M 18. SCCSL DF 502040 - 2025 PBC Annual Fire Hydrant Inspections**
14. **M 19. Final - Scope Confirmation-Costs dated 18.09.2025**
15. **CORRO FOR INFORMATION**
16. **CFI 1. Formal letter to Mulpha re Village Gate Closure**
17. **CFI 2. PBC MIP 20251030**
18. **CFI 3. Amended RZABLs**
19. **CFI 3. Sanctuary Cove Principal Body Corporate _ Amendment to RZABLs _ (CR BNE250345)**
20. **CFI 4. Notice of Annual Renovations - Residents 20.10.2025**
21. **CFI 5. Policy and Procedure - Authority to Use PTBC and PBC Funds (Version 5)**

22. **CFI 6. Correspondence on behalf of the PBC Treasurer**
23. **CFI 7. PBC EC Meeting 2025 - Action Log**
24. **CFI 7. PBC EGM Meetings 2025 - Action Log**
25. **CFI 8. Invoice Hub Introduction**
26. **CFI 9. MSC-PBC letter 8-10-25**
27. **CORRO FOR ACTION**
28. **CFA 1. DRAFT - Parking Reminder Notice**
29. **CFA 2. Re Pinehurst Drive Park Christmas gathering**

MOTION INFORMATION

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

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

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

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**

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.

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.

Yes	20
No	4
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		

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

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:

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.

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		

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

(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**

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**

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**

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

Submitted by Owner MN for Bauhinia

CARRIED

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.

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

Yes	17
No	7
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	

13	Approval for expenditure and engagement of Gravelroad for FTTH (Agenda Item 5.13)	Ordinary Resolution

Submitted by Chairperson

CARRIED

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**

Submitted by Chairperson **CARRIED**

Yes	22
No	0
Abstain	3

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)

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 a 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	LOT	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

LOT	UNFINANCIAL	ELIGIBLE TO VOTE	VOTING (LOTS) Yes	No	ABSTAIN	POLL VOTE RESULTS YES	NO	ABSTAIN	TOTAL	STD VOTE RESULTS YES	NO	ABSTAIN	TOTAL
1 Acacia		28		X			28				1		
2 Adelia		41											
3 Alphitonia		39	X			39				1			
4 Alpinia		75	X			75				1			
5 Alyxia		46	X			46				1			
6 Ardisia		55											
7 Araucaria		98	X			98				1			
8 Banksia Lakes		50	X			50				1			
9 Bauhinia		92											
10 Caladenia		31	X			31				1			
11 Cassia		116	X			116				1			
12 Colvillia		104	X			104				1			
13 Corymbia		37		X			37				1		
14 Darwinia		22	X			22				1			
15 Felicia		48	X			48				1			
16 Fuschia		19	X			19				1			
17 Harpullia		76	X			76				1			
18 Justicia		48											
19 Livingstonia		96	X			96				1			
20 Molinia		30	X			30				1			
21 Plumeria		88	X			88				1			
22 Roystonia		65	X			65				1			
23 Schotia Island		113	X			113				1			
24 Tristania		78											
25 Washingtonia		115	X			115				1			
26 Woodsia		27	X			27				1			
27 Zieria		26	X			26				1			
28 MSCD		110	X			110				1			
29 MSCD		20	X			20				1			
30 MSCD		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%	

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%
NO	65	3.57%
ABSTAIN	0	0.00%
	1509	82.78%
NO VOTE ENT	0	

POLL	SPECIAL	DISSENT
CARRIED		
		FAILED

PBC **POLL VOTING CALCULATOR Motion 8 Conflict of Interest** **MEETING DATE** **25/09/2025**

Motion 20

STAGE			LOTS	ENT		MEMBERS PRESENT	VP	PROXY	VOTE COUNT	UNFINANCIAL		ELIGIBLE TO VOTE	VOTING (LOTS) Yes	No	ABSTAIN	POLL VOTE RESULTS YES	NO	ABSTAIN	TOTAL	STD VOTE RESULTS 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**	**0**	**0**	**1823**	**0**	**0**	**0**	**1472**	**37**	**0**	**1509**	**24**	**1**	**0**	**25**
											0				**0**	80.75%	2.03%	0.00%		96.00%	4.00%	0.00%	

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 V		**1823**
YES	1472	80.75%
NO	37	2.03%
ABSTAIN	0	0.00%
	1509	82.78%
NO VOTE ENT	**0**	0.00%

POLL	SPECIAL	DISSENT
CARRIED		
	FAILED	

PBC — POLL VOTING CALCULATOR Motion 9 SC App — MEETING DATE 25/09/2025

Motion 20

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

	VOTING (LOTS) Yes	No	ABSTAIN	POLL VOTE RESULTS YES	NO	ABSTAIN	TOTAL	STD VOTE RESULTS YES	NO	ABSTAIN	TOTAL
1 Acacia	X			28				1			
2 Adelia											
3 Alphitonia	X			39				1			
4 Alpinia	X			75				1			
5 Alyxia			X			46				1	
6 Ardisia											
7 Araucaria	X			98				1			
8 Banksia Lake	X			50				1			
9 Bauhinia											
10 Caladenia	X			31				1			
11 Cassia	X			116				1			
12 Colvillia	X			104				1			
13 Corymbia		X			37				1		
14 Darwinia	X			22				1			
15 Felicia	X			48				1			
16 Fuschia	X			19				1			
17 Harpullia	X			76				1			
18 Justicia											
19 Livingstonia	X			96				1			
20 Molinia	X			30				1			
21 Plumeria	X			88				1			
22 Roystonia	X			65				1			
23 Schotia Islan	X			113				1			
24 Tristania											
25 Washington	X			115				1			
26 Woodsia	X			27				1			
27 Zieria	X			26				1			
28 MSCD	X			110				1			
29 MSCD	X			20				1			
30 MSCD	X			30				1			
	0	**0**	**0**	**1426**	**37**	**46**	**1509**	**23**	**1**	**1**	**25**
			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**

			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%		

BACKGROUND

This policy is to simplify the process to be followed upon the resignation of the PBC Chairperson and that of an Ordinary Member of the PBC Executive Committee

LEGISLATIVE REFERENCES – SCRA (section 42)

PURPOSE

Clearly define the replacement of the PBC Chairperson and Ordinary Member of the PBC Executive Committee.

POLICY DETAILS

a) Chairperson
    a. A resigning Chairperson should be encouraged to do so with effect from the next PBC general meeting.
    b. Upon the resignation of the Chairperson (at any time throughout the year) the PBC EC will appoint a current member of the EC to be Chairperson for the remainder of the PBC election year.
    c. The PBC at general meeting will ratify the temporary Chairperson's appointment.
b) Ordinary Member of the EC.
    a. A resigning EC ordinary member should be encouraged to do so with effect from the next PBC general meeting.
    b. Upon the resignation of the EC ordinary member, the following process will apply.
        i. All residential body corporates (RBC's) are notified of the resignation and at the next PBC general meeting, nominations for the vacant position/s will be called for from the floor at that PBC general meeting.
        ii. The eligibility of those nominees will be verified at the meeting.
        iii. For those nominees who are eligible, if there are equal nominations to the number of vacant positions, they will be automatically appointed.
        iv. If there are more nominees than vacant positions (e.g., 3 nominations for 2 positions), the Chairperson at the meeting will call for a show of hands, with the two nominations who receive the most votes elected to the PBC EC.
        v. The Chairperson welcomes the Ordinary Members to the EC for the remainder of the election year.

RESPONSIBILITIES

Secretary to ensure the above policy is strictly adhered to upon PBC approval at general meeting.

DEFINITIONS

DOCUMENT REFERENCES

REVISION HISTORY

Version No#	Date	Author	Summary of Changes
1	24/07/2023	BCS	Initial

DISTRIBUTION

Name	Title
PBC / Website	Resignation and replacement of casual Chairperson and Ordinary Member PBC EC.

<u>Motion: Sale of vehicles to Sanctuary Cove Community Services Limited (by ordinary resolution)</u>

That the PBC agrees to sell its interest in the below eight (8) vehicles to Sanctuary Cove Community Services Limited at the book value as shown in column D, with the proceeds from the sale to be returned to the PBC and PTBC proportional to each entity's contribution to the purchase price as shown in column E (PBC: 70% and PTBC 30%).

And further, that the PBC agrees to enter into the Contract for the Sale of Vehicles generally on the terms set out in the agreement circulated with the agenda, with any two Executive Committee members authorised to sign the agreement on behalf of the PBC.

	A	B	C	D	E	
				Effective Life 5 Years	Purchase Price Based on Book Value	
	Vehicles	Year	Cost	Book Value*	PBC	PTBC
1	Toyota Hilux 4x2 Workmate Cab Chassis	2025	$37,070.70	$37,070.70	$25,949.49	$11,121.21
2	Toyota Hilux 4x2 Workmate Cab Chassis	2023	$39,107	$23,464	$16,425	$7,039
3	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$23,111	-	-	-
4	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$20,727	-	-	-
5	Toyota Hilux 4x2 Workmate Cab Chassis	2020	$23,111	-	-	-
6	Tomberlin (2 seater)	2021	$13,839	$2,768	$1,937	$830
7	Tomberlin Revenge (4 seater)	2022	$13,839	$4,152	$2,906	$1,246
8	Tomberlin Revenge (2 seater)	2022	$11,339	$3,402	$2,381	$1,021

**This cost includes accessories*

<u>Explanatory note</u>

The PBC is the owner of 8 vehicles that it purchased across 2020 – 2025. Of those vehicles:

- five (5) are Toyota Hilux Utes assigned to five (5) members of the Facilities Services Team for the purpose of providing the contracted facilities services; and
- three (3) are buggies used by the Facilities Services Team, the Compliance Officer, the Building Approvals Officer and the Body Corporate Management Team across the Resort.

Although registered as a PBC asset, the PTBC contributed to 30% of the purchase price of each vehicle.

The Board has determined that the vehicles should more appropriately be owned by Sanctuary Cove Community Services Limited (the **Company**) and has offered to purchase the vehicles from the PBC at book value.

If the PBC agrees, it should provide its consent to transfer the vehicles to the Company's name.

A copy of the Contract for the Sale of Vehicles has been circulated with a copy of the agenda.

21 October 2025

Sanctuary Cove Principal Body Corporate
c/- Sanctuary Cove Community Services Limited
PO Box 15
SANCTUARY COVE QLD 4212

By email only: pbc@scove.com.au

Dear Mrs Syrett,

EXTENSION – SECURITY SERVICES USER AGREEMENT

The Sanctuary Cove Principal Body Corporate and Sanctuary Cove Security Services Pty Ltd (**SCSS**) are parties to a Security Services User Agreement dated 1 November 2021 for the provision of security services to the Residential Zone (the **Agreement**).

The Agreement is due to expire on 31 October 2025.

SCSS had anticipated being in a position to propose a new Security Services User Agreement for the PBC's consideration prior to the expiry of the Agreement. However, SCSS requires additional time to conduct a more in-depth and holistic review of the current terms (including cost allocations) of all agreements that it provides security services under.

We apologise for the delay and understand that the PBC would have been looking forward to seeing a new and modernised agreement to govern its security arrangements. This will be a priority for SCSS in 2026, and the company looks forward to keeping the PBC informed of the progress it makes across the year.

Enclosed please find an annexure for execution that varies the Agreement by extending its term.

We look forward to receiving the executed annexure.

Yours sincerely,

Cassie McAuliffe
General Manager
Sanctuary Cove Community Services Limited

ANNEXURE: Extension of Security Services User Agreement

Sanctuary Cove Principal Body Corporate and Sanctuary Cove Security Services Pty Ltd (the **Parties**) agree to vary the Security Services User Agreement dated 1 November 2021 for the provision of security services to the Residential Zone (the **Agreement**) as follows:

1. The Parties agree to extend the term of the Agreement for one year, with a commencement date of 1 November 2025 and an end date of 31 October 2026 (the **Agreement Extension**).
2. The following amendments to the Agreement apply to the period of the Agreement Extension:
   (a) Clause 2.1 is amended by removing the words “3 years” and replacing them with “1 year”;
   (b) Clause 3 is deleted;
   (c) Schedule 1, Commencement Date is amended by removing the date and replacing it with “1 November 2025”;
   (d) Schedule 2, paragraph 3 is deleted and replaced with “The period from 1 November 2025 to 31 October 2026”.

The Parties further agree that in all other respects, the terms and conditions of the Agreement shall continue to apply without variation.

EXECUTED as an agreement

Executed by **SANCTUARY COVE PRINCIPAL**)
BODY CORPORATE)

………………………………………..
Chairperson Signature

………………………………………..
Chairperson Name

………………………………………..
Committee Member Signature

………………………………………..
Committee Member Name

Executed by **SANCTUARY COVE SECURITY SERVICES PTY LTD ACN 122 182 692** pursuant to section 127 of the *Corporations Act 2001* (Cth)))))	**……………………………………….** Director Name ………………………………………. Director Signature ………………………………………. Director/Secretary Name ………………………………………. Director/Secretary Signature

COOPER GRACE WARD
LAWYERS

ABN 95 591 906 639

GPO Box 834, Brisbane 4001 Level 21, 400 George St, Brisbane 4000 Australia
T 61 7 3231 2444 **F** 61 7 3221 4356 **www.cgw.com.au**

TAX INVOICE

Sanctuary Cove Principal Body Corporate
c/- Brogan Watling
PO Box 15
Sanctuary Cove QLD 4212
Email: brogan.watling@scove.com.au

Date:	30-Sep-2025
Invoice no:	**786760**
Our ref:	TPW:LMT:10307096
Client ref:	00070729
Your ref:	
Date due:	**14-Oct-2025**

Sanctuary Cove Principal Body Corporate re Land tax and thoroughfares

For legal services and disbursements

FEES	$8,000.00
DISBURSEMENTS	$36.54
GST	$801.63
TOTAL	$8,838.17
AMOUNT DUE	**$8,838.17**

We may charge interest on any amount that is outstanding to us for the period from 30 days after sending you our bill until payment in full. The applicable rate will be the Reserve Bank Cash Target Rate (as at the date we send you this bill) plus 2 percentage points. If you wish to dispute this bill, you may be able to apply for a cost assessment under Division 7 of the Legal Profession Act 2007 (Qld), or to have our costs agreement set aside under s 328 of that Act. You may apply for a Division 7 cost assessment within 12 months of receiving this bill. You may apply to have our costs agreement set aside within six years or such other time limit as the law permits.

Payment Slip

Thank you for your instructions. A receipt will not be forwarded unless requested.

Payment details

Invoice no:	**786760**
Matter:	TPW:LMT 10307096
Client:	00070729
AMOUNT DUE:	**$8,838.17**
Date due:	**14-Oct-2025**

Security precautions: Cooper Grace Ward urges all clients to take reasonable precautions when making electronic financial transactions. Before acting on this request to transfer or deposit money, please contact our office by telephone on a known or separately verified number (and not by email), to confirm the authenticity of this request.

Accepted payment methods

By phone
We accept visa and mastercard. Phone (617) 3231 2444.

Internet
Pay online at www.cgw.com.au via the **online payments** link at the bottom of the webpage.

Direct deposit
BSB 034-003 **A/C No.** 271653
Ref No. 786760
A/C Name: Cooper Grace Ward

Email remittance to:
accountsreceivable@cgw.com.au

International transfers only
Swift Code: WPACAU2S

Cheque
Payable to Cooper Grace Ward Lawyers.
Please **detach and return** this portion with your cheque to **GPO Box 834, Brisbane 4001, Australia.**

B PAY
Biller Code: 36541
Ref: 7867609

Phone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

COOPER GRACE WARD
LAWYERS

DETAILS OF FEES AND DISBURSEMENTS
EXCLUDES GST

Date: 30-Sep-2025 Invoice no: 786760 Our ref: TPW:LMT:10307096

FEE DETAIL

Date	Name	Description	Hours	Amount
10-Sep-2025	Laura Gahan	Conferring with Tom Walrut in relation to bodies corporate 'common property' concepts.	0.2	$171.57
10-Sep-2025	Tom Walrut	Preparing land tax advice.	1.3	$972.23
11-Sep-2025	Tom Walrut	Preparing letter of advice to Brogan, considering land tax issues and telephone call with Brogan regarding the PBC and its operations and statutory functions.	5.5	$4,060.50
12-Sep-2025	Tom Walrut	preparing letter of advice to Sanctuary Cove PBC regarding land tax.	1.6	$1,143.80
14-Sep-2025	Tom Walrut	Preparing letter of advice to Sanctuary Cove PBC regarding land tax.	1.0	$743.47
15-Sep-2025	Linda Tapiolas	Reviewing letter of advice.	0.2	$164.96
15-Sep-2025	Tom Walrut	Finalising Sanctuary Cove PBC letter of advice.	1.0	$743.47
				$8,000.00

DISBURSEMENTS DETAIL

Date	Description	Amount
* 11-Sep-2025	Search Fees QLD: Title Search - Title reference - 18125013	$16.31
11-Sep-2025	Search Fees - Non-Taxable QLD: Title Search - Title reference - 18125013	$20.23
Total Disb (excl. GST)		**$36.54**

***Disbursements subject to GST**

	Disbursements	GST
Taxable disbursements	$16.31	$1.63
Non-taxable disbursements	$20.23	$0.00
Total	**$36.54**	**$1.63**

SANCTUARY COVE TB 2 - 20H - ACTIVE TIMEBLOCK

Niche Studio

Sanctuary Cove TB 2 - 20h - Active Timeblock

We built our support process to be seamless, transparent, and genuinely helpful. No gatekeeping, no black boxes. Our sites are designed for you to manage with ease, but when you need us, we're here.

Whether it's fixing an issue, adding new features, or levelling up your site, we offer three support options:

- **Retainers** – Guaranteed access to our team when you need us, with locked-in availability.
- **Time blocks** – Discounted prepaid support time. Use them whenever, however with no expiry.
- **Ad-hoc** – For non-urgent or infrequent support.

Our Service Level Agreement for retainer and time block clients ensure fast response times, and our streamlined tools make it easy for you to request and track support.

Why working with us rocks

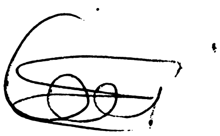
- **Talk to the whole squad** – No siloed inboxes, no black holes. We run on Crisp, so when you email niche@team.nichestud.io, the whole team sees it. No bottlenecks, nothing gets lost.
- **See what's happening, anytime** – Track your tasks in our client portal, so you always know what's done, what's in progress, and what's next.
- **No red tape, just action** – Log a task, and we're on it. Critical issues? Immediate action. Bigger jobs? Scoped, approved, and executed without the back-and-forth circus.
- **Talk to the people who build your stuff** – Our developers update you directly. No account manager buffer, no confusion, just straight-up collaboration.
- **Save money, work smarter** – Prepaid time blocks never expire, work across all services, and get you discounted rates. No wasted hours, just flexible, cost-effective support.

What's next?

We've outlined completed tasks and scoped new requests for your approval.
You can prioritise and spread these over multiple time blocks or stages.

We've also provided cost options for discounted pre-paid support blocks and retainers.
Once you confirm which tasks to tackle now, we'll schedule a time block to get them done,
plus handle any minor support needs along the way.

Thanks for working with us!



Mikael Wedemeyer

You're not just a client, you're part of the team

258 Tingal Rd Wynnum Qld 4178 **07 3123 0214**
team@nichestud.io ABN 24 177 491 674

Task Summary

Sanctuary Cove TB 2 - 20h - Active Timeblock

			HOURS
☑	4 Jun 2024	**Sanctuary Cove Lot Owners Reporting** Support *Done*	6
☑	23 Aug 2024	**Content Updates on about page + provide instruction for content entry** *Done*	0.5
☑	23 Aug 2024	**Notification and portal updates** *Done*	9.5
☑	19 Sep 2024	**Email notification not sending to enquiries@scove.com.au** Warranty *Done*	0
☑	18 Nov 2024	**Agenda and Minutes showing in Google search results but should be restricted to be visible to only logged in users** Support *Done*	3
		TOTAL (HOURS)	**19**

Time block options

Prepaid, discounted time blocks for ongoing support and updates. Time does not expire.

	Ad-hoc	10-hour block	20-hour block	40-hour block	60-hour block
Included hours	1	10	20	40	60
Hourly rate	$196/h	$167/h	$157/h	$147/h	$137/h
Service Level Agreement	-	✓	✓	✓	✓
Cost (Ex GST)	**$196/h**	**$1,670**	**$3,140**	**$5,880**	**$8,232**
		save $290	save $780	save $1,960	save $3,528

Retainer options

Ongoing retainers with guaranteed availability. Unused time rolls over and does not expire.
Change or cancel with 1 months notice. Buy extra time at the same rate.

	5-hour retainer	10-hour retainer	20-hour retainer
Included hours	5/mo	10/mo	20/mo
Hourly rate	$157/h	$147/h	$137/h
Service Level Agreement	✓	✓	✓
Cost (Ex GST)	**$784/mo**	**$1,470/mo**	**$2,744/mo**
	save $2,340/yr	save $5,880/yr	save $14,160/yr

Approval

A 50% deposit is required to start your project, with balance due before go-live. For subscriptions and time-blocks/retainers, payment is due in advance. Other options are available. The proposal is valid for 30 days.

I certify that the above information is true and correct. I've read and understood Niche Studio's terms and conditions which form part of, and are intended to be read in conjunction with this proposal, and agree to be bound by them. I authorise the use of my personal information as detailed in Niche's privacy policy.

Name	Position	Signature	Date

258 Tingal Rd Wynnum Qld 4178 **07 3123 0214**
team@nichestud.io ABN 24 177 491 674

AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040 **VERSION NO#1**

Entity: ☒PBC ☐ PTBC

Project/Works Name: The Address Stormwater rectification - Stage 4

Brief Description of Works: Removal of blockages within The Address swale, subsurface stormwater drainage system and the gross pollutant trap leading to the lake.
Location: The Address – Adjacent to 2610 and opposite 2611 to 2638.
Type of Funding: ☒ Admin Fund ☐ Sinking Fund
Amount to be Approved: $11,910.00 Ex ST
GL Code: Plumbing 12660
Priority Level: ☒ High ☐ Medium ☐ Low

Scope of Works: Stage 4 will involve final rectification works to restore full functionality of the stormwater system. A qualified contractor will access and release the tide flap mechanism at the Gross Pollutant Trap (GPT) to reinstate proper flow from the detention system into the lake. The works will include system flushing and sediment removal from sump pits, followed by targeted CCTV inspections of the network upstream toward the golf course to confirm system integrity and identify any remaining defects. A completion report will summarise all works undertaken, findings, and the overall operational condition of the system.

Reason for Works: Following the completion of Stages 1, 2, and 3 of rectification works as per the approved scopes, additional issues were identified that require further action. These issues have emerged as the works progressed and greater access to the stormwater infrastructure was achieved.

Risks or Impacts: If the works are not completed, there is a risk of continued water stagnation, leading to the breeding of insects such as mosquitoes. Additionally, the drainage system will remain inefficient, potentially causing flooding, erosion, and infrastructure damage.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
Urban Asset Solutions	$ 11,410.00	The quote does not include the disposal of contaminated sediment, as the quantity is unknown. Rate $70/tonne an additional $500 has been allocated to cover these costs.

Recommended Contractor: Urban Asset Solutions has already completed Stages 1, 2, and 3 of the drainage infrastructure works. Due to their detailed understanding of the system and the faults involved, as well as their familiarity with the site, only one quote was sought for the Stage 4 rectification works. They have the necessary equipment readily available and the expertise to ensure the works are completed efficiently and on schedule. Sourcing additional quotes at this stage would likely result in unnecessary delays and higher costs associated with further investigations and reporting.

Attachments: Quote – Stage 4 Rectification works – Scove

Submitted By: Peter Gannon
Date: 09/10/2025

DARWINIA PARK – DRAINAGE REMEDIATION

DISTRIBUTION: PBC	**ATTACHMENTS:** 3	**DATE:** October 2025

MOTION: That the PBC EGM approves the proposed Strip/Grate Drain- Stormwater drainage remediation works within Darwinia Park (secondary thoroughfare), and that one of the following contractors be engaged to undertake the works in accordance with their quotations circulated with the agenda. Funds to be allocated from the Sinking Fund – GL Code 224961 (Stormwater Line).

Contractor 1
Smartstone Group- $51,740.27 (Inc GST), quotation dated 14th October 2025

Contractor 2
Solutions + Co- $92,806.07 (Inc GST), quotation dated 13th October 2025

Explanatory note:
Option A (strip drain) remains the recommended methodology as it provides a more effective and purpose-built solution for managing water flow by actively removing it from the affected area and discharging it to the kerb and roadway.

The original motion presented in August 2025 was withdrawn to allow for amendments to the scope following resident feedback – Wednesday 17 September, including the inclusion of a larger Everhard DuraDRAIN 200 Series Channel with Galvanised Steel Class B Grate. As a result of these scope changes, updated quotations were sought from both contractors.

Objective

To undertake stormwater remediation works within Darwinia Park to mitigate runoff and reduce the impact of heavy rainfall on surrounding residences.

Background

Following feedback from residents, the Darwinia Body Corporate raised concerns at its meetings, which were subsequently discussed with the PBC EC in February 2024, with further discussions taking place during the PBC EGM in June 2024.

In response, the Facilities Manager sought quotes for tree and mulch works to assist in reducing concerns. Concurrently, the in-house plumber was asked to review drainage conditions to identify whether any interim measures could be implemented to reduce impacts on neighbouring properties. The Facilities Services Supervisor, in-house plumber, and Smartstone then attended the site and developed a scope of works aimed at minimising stormwater runoff.

During severe weather events, the rear of the adjacent lots is being inundated with a significant volume of stormwater from the Secondary Thoroughfare. This has prompted the PBC to explore remediation options to reduce overflow from the public area into private properties.

Note: *In accordance with CoGC requirements, property owners are responsible for managing stormwater within their lot boundaries. This includes ensuring that stormwater entering their lot from external sources is appropriately managed in compliance with plumbing and drainage standards.*

To ensure an informed approach, Management obtained a quotation from a suitably qualified engineer. The initial scope and costings provided by Oska included:

- Undertake a site inspection;
- Review available engineering designs and as-constructed records;
- Assess methods to divert runoff away from residential lots;
- Review suitable options proposed by Smartstone; and
- Prepare a letter report detailing findings and recommendations.

Estimated Cost: $5,500.00 (ex GST).

Upon receiving this Solutions + Co were contacted to provide an alternative proposal. Their advice and suggested solution were based on a site visit, desktop review of imagery and videos of flooding, and internal consultation with their civil/drainage team. Solutions + Co have not consulted with a civil or stormwater engineer to design this or any solution formally, mainly owed to the element of required cost for this.

Solutions + Co expressed confidence in writing that their proposed solution would significantly alleviate the issues and likely prevent stormwater runoff into neighbouring properties under normal rainfall conditions. They noted that runoff from gardens between the path and properties cannot be directly controlled, and that extreme weather may still result in some overflow, particularly from the pools above the sandstone retaining wall.

Of note, both scopes, completed entirely independently of each other, resulted in a similar overall scope and outcome.

Scope of works - *Updated as of September 2025 following resident feedback*

<u>Option A – Strip/Grate Drainage</u>

Strip Drain & Subsurface Drainage (Agi Pipe) Installation

- Carefully remove and set aside existing plants obstructing the new strip drain alignment.
- Excavate approximately 300mm wide channels either side of existing concrete path. One side 116lm approx., the other 63lm approx.
- Supply and install 100mm thick concrete footing for strip drain
- Supply, bed, and install Everhard DuraDRAIN 200 Series Channel with Galvanised Steel Class B Grate into the concrete footing.
- Supply and place concrete haunching to secure the strip drain.
- Supply and install 100 mm slotted/socked agi and drainage gravel.
- Connect both water collection drains at downhill end of footpath to backside of existing kerb and channel stormwater pit, adjacent to the end of the existing footpath as shown in the markup.
- Remediate and tidy the mulch and immediately surrounding the drainage install areas
- Re-instal plants where space permits.

Pricing

The original pricing provided in August 2025 was as follows:

Company - ex GST	Option A (Strip/Grate Drain)	Option B (Concrete Kerb)
Solutions + Co	$64,964.04	$47,722.50
Smartstone	$21,950.00	$24,800.00

Following scope amendments, costs increased due to the inclusion of a larger drainage system and associated works

Contractor - ex GST	Original Price (Aug 2025)	Revised Price (Oct 2025)
Solutions + Co	$64,964.04	$84,369.16
Smartstone	$21,950.00	$47,036.00

Note: *Smartstone has proposed to undertake footing excavation using a mini excavator and a 3-tonne tipper. This approach minimises site disruption, reduces mess, and helps ensure the area remains clean and orderly throughout the works. In addition, Smartstone's quotation includes the installation of the strip drain within a concrete footing. This methodology is likely the primary source of the cost savings to the PBC, as outlined above.*

Recommended

The recommended contractor is Smartstone, as their submission delivers significant cost savings compared to the alternative proposal.

Attachments

1. Concept Design – Drainage Plan
2. Solutions + Co – Sanctuary Cove Drainage – Budget Estimate 13.10.2025
3. Smarstone – Darwinia Park - Stormwater run off rectification

Run-off Direction

A	Concept Issue	11/04/2025	NP
	REVISIONS		

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PROJECT: Sanctuary Cove - Drainage Resolution

TITLE: Sanctuary Cove - Current Flow

IF IN DOUBT ASK.

DRG No.: SCD-001

DRAWN: NP
REVISION: A
SCALE: N.T.S
DATE: 11/04/2025

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A	Concept Issue	11/04/2025	NP
	REVISIONS		

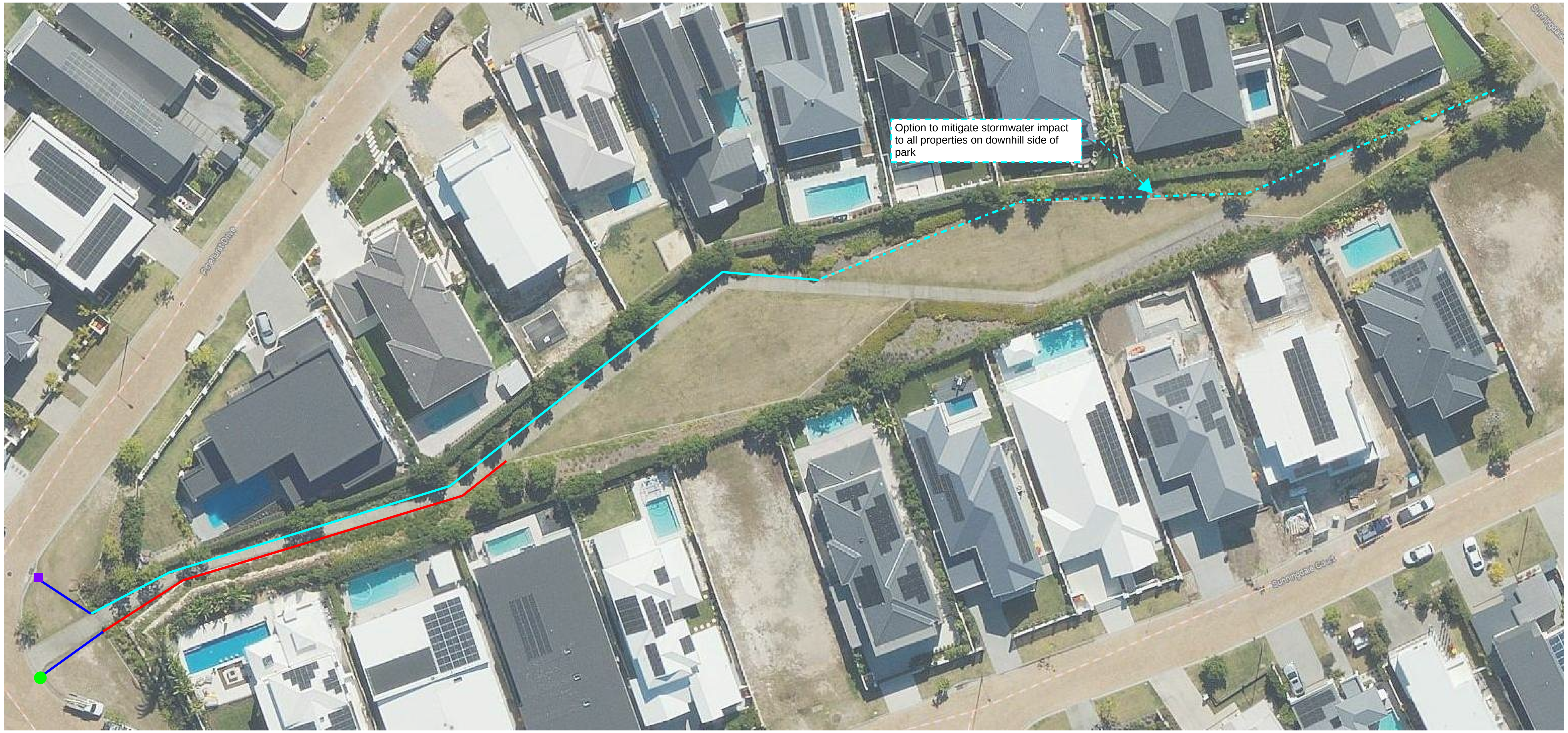
PROJECT:
Sanctuary Cove - Drainage Resolution

TITLE:
Sanctuary Cove - Photo Legend

IF IN DOUBT ASK.

DRG No.: SCD-001

DRAWN: NP
REVISION: A
SCALE: N.T.S
DATE: 11/04/2025



100-150mm PVC Pipe		New Stormwater Pit penetration below ground	
100-150mm Drainage Channel along Path Edge		New Kerb and Channel Outlet	
100mm Agg Line 200mm deep with gravel on-top along path edge			

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A	Concept Issue	11/04/2025	NP
	REVISIONS		

PROJECT: Sanctuary Cove - Drainage Resolution

TITLE: Sanctuary Cove - Proposed Solution

IF IN DOUBT ASK.

DRG No.: SCD-001

DRAWN: NP	REVISION: A
SCALE: N.T.S	DATE: 11/04/2025

SECURITY - INTERCOM UPGRADE

DISTRIBUTION: PBC	ATTACHMENTS: 3	DATE: October 2025
MOTION That the PBC EGM approves the expenditure of $25,648.29 Inc GST for Secure Access Systems to undertake the upgrade of the security intercom network, Funds are to be allocated from the Sinking Fund – GL Code 224340.		

Objective
Is to replace the existing Stenofon intercom system with a new Jacques system to improve communication reliability, security operations, and audio quality across the Residential Gates and Security Roundhouse.

Background
The existing Stenofon intercom system is nearing end-of-life and is no longer considered fit for purpose within a modern security environment. Operational challenges are becoming increasingly evident, with fixed call routing at residential gates leading to access delays and queues, impacting the end users. The system is required to manage over 900 daily access requests, which places significant pressure on staff resources, reduces operational efficiency. This increased call handling time also limits staff capacity to monitor CCTV and respond to phone enquiries, creating potential gaps in security coverage.

Additionally, the use of two desktop intercom units results in excessive noise levels that exceed acceptable workplace standards, affecting the Control Room working environment. The existing online call recording platform has also proven unreliable, with repeated server rebuilds leading to periods where calls were not captured, severely limiting the ability to verify visitor or vehicle access after the fact. Together, these issues highlight the need for a modern, reliable, and scalable intercom solution to support security operations and enhance overall service delivery.

Current System Limitations

- **Cumbersome Login/Logout -** Operators must log in and out to dial gates, with frequent failures or timeouts.
- **Button Durability -** Desktop push buttons wear out faster than the previous system, increasing maintenance costs.
- **Fixed Call Routing -** Calls follow a set sequence to specific desktop units, preventing manual gate selection and limiting queue management.
- **Inconsistent Audio -** Volume levels vary between gates, requiring constant adjustment by operators.
- **Inadequate Headset Support -** No built-in headset; retrofitted corded and Bluetooth options are unclear, and unreliable.
- **CCTV Integration -** No seamless switching between CCTV views during calls; operators rely on a single display with multiple feeds.
- **Unreliable Call Recording -** The FreePBX system used for recording caused two sitewide failures requiring server rebuilds and was subsequently abandoned.

Benefits of the Jacques Intercom System & Total Recall Solution
Upgrading to the Jacques intercom system will provide significant improvements, including:

- **Enhanced Reliability -** Capable of managing 900+ average calls per weekday with stable performance.
- **Improved Call Handling -** Programmed to eliminate fixed call routing, allowing operators direct dial access to gates on demand.
- **Operational Flexibility -** Better equipped to handle repeat access requests during peak periods without delays.
- **Integrated Headset Solution -** Multi USB-A connectivity; USB headsets will reduce open speaker noise levels, improving operator comfort and communication clarity.
- **CCTV Integration -** Automatic switching to the relevant CCTV view upon answering calls.
- **Improved Hardware Durability –** Gate intercom microphones feature Water Plus rating for better water dispersion and durability.
- **Independent Recording –** Total Recall intercom calls will be recorded to Blu-Ray Disc onsite and staff will have direct access to review calls on demand without the online risk linked to previous server failure.

It is proposed that the upgrade will include installation of a new intercom server, desktop master station, IP cell intercom stations, and a Total Recall hardware solution for audio recording. High-quality operator headsets and earpiece covers will also be purchased to ensure clear, consistent communication within the Control Room

Scope of works

- Supply and install TCH-2MXH VoIP JCCP Controller (Server)
- Install DAR-650 Software Module (Base)
- Provide and configure IPM-4360 IP Master Stations – 3 desktop units
- Supply and install VSL-451Q IP Cell Intercom Stations – 21 units with intercom mounts
- Supply SWE-4SS Surface Mount Backboxes – 21 stainless steel units
- Provide and activate Licenses for IP Endpoints – 21 intercoms + 3 desktop units
- Install and configure 650HLI Software for Avigilon – for operator video switching and audio recording
- Supply and configure Total Recall Hardware – LinX Essence Unit with 10 VoIP channels and external Blu-Ray drive
- Provide Labour – Technician project hours for full installation, configuration, and commissioning.

Pricing

Company Name	Quote Amount (ex GST)	Notes (if applicable)
Secure Access Systems (SAS)	$ 69,949.88	*Future annual costs associated with the Jacques intercom system licence are estimated at **$3,700**. These costs will be apportioned based on unit allocation.*
SPL	$ 82,549.95	
Eximm	$ 99,345.00	

Recommended Contractor:
It is recommended that the PBC approve the quotation submitted by Secure Access Systems (SAS) for the intercom and audio upgrade. SAS has provided the most competitive and comprehensive

proposal, offering a solution that aligns with the operational requirements of Sanctuary Cove and minimises risk to the project.

SAS is the incumbent provider for CCTV and Access Control across the estate and has a proven history of successful delivery and ongoing support. Their in-depth knowledge of site infrastructure ensures seamless integration with existing systems, reducing the likelihood of compatibility issues or operational disruption.

Based on SAS undertaking the works

Unit Cost:
$3,330.95 per intercom

Body Corporate	No. of Intercoms	Total Cost (ex. GST)
PBC	7	$23,316.63
PTBC	14	$46,633.25
Total	**21**	**$69,949.88**

Attachments

1. Secure Access Systems Quote
2. SPL Quote
3. Eximm Quote

RESIDENTIAL WATER METER REPLACEMENT 2025

DISTRIBUTION: PBC	**ATTACHMENTS:** 2	**DATE:** Oct 2025
MOTION The PBC EGM agrees to expend $100,926.90 Inc. GST for the engagement of Social Plumbing for the supply and installation of ninety-three (93) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506 The PBC further notes that six (6) contractors were invited to submit quotations. Three (3) responses were received, with one (1) subsequently withdrawn, and three (3) contractors did not respond. Given the number of valid quotations received, the PBC approves a reduction in the minimum required number of quotations from three (3) to two (2).		

Objective

To replace ninety-three (93) residential water meters that have been identified as exceeding their 8-year design life. The replacement is aimed at ensuring the accuracy of water usage measurement for billing purposes.

Background

Water meters are mechanical devices and like all mechanical devices they wear with usage and with age. As part of the PBC meter replacement program, water meters are routinely replaced when they have been identified as having reached the end of their expected life cycle or are found to be faulty. This program commenced in 2019 and is now in its sixth year. To date 1,185 meters have been replaced.

Scope of works

The works included within this proposal, are a continuation of the above-mentioned program.

- Meter Size to be like for like.
- Meter types and fittings are to be compliant as per the *SEQ Water Supply And Sewerage Design And Construction Code (Ipam List)*
- Installation as per Gold Coast City Council standard drawings, meter and submeter assemblies.
- Sub-meter tag as per GCCC standard drawing.
- No AMR.
- Works to be carried out consecutively, resident notification would be carried out by the Facilities Manager.
- All old meters to have location/address marked on meter body.
- All old meters to be placed at the Facilities Compound on day of removal prior to departing site.
- Residential Water Meter Replacement Details logs to be completed noting works carried out on the day and emailed to SCCSL on a daily basis.
- Any excavations are to be filled.

Pricing

Contractor	Cost (ex GST)
Social Plumbing & Gas	$91,751.72
Watertight Plumbing – Quotation 72423	$90,607.40

Following receipt of only two (2) submissions, an evaluation was undertaken. As part of this process, Social Plumbing was requested to review and revise their pricing. Their initial quotation of $99,672.46 (ex GST) was subsequently reduced to $91,751.72 (ex GST) with a total reduction of $7,920.74 or 7.95% , achieved without any changes to the project scope or deliverables.

By contrast, the submission from Watertight Group, while only marginally lower in price, did not to address all scope inclusions. These omissions could lead to potential risks during delivery, including the possibility of variations or extended timeframes. As such, their proposal may not represent the best overall value for money when considering project certainty and long-term outcomes.

Recomendation:

The recomendation is to award the works to Social Plumbing on the basis of the following:

- They have demonstrated a clear understanding of site conditions, operational requirements, and established procedures and policies.
- Their revised quotation is competitively priced in line with prevailing market rates and comprehensively addresses all requirements specified in the scope of works.
- A 7.95% reduction from their original quotation was achieved without compromising deliverables.

To further reduce project expenditure, SCCSL maintenance officers will undertake all associated grounds reinstatement works. The projected cost for these internal works is $3,500 (ex GST).

Attachments

1. Quotation 12900 – Social Plumbing & Gas
2. Quotation 72423 – Watertight Plumbing.

Entity: ☒PBC ☐ PTBC

Project/Works Name: PBC Fire Hydrant Annual inspection

Brief Description of Works: Annual Street hydrant inspection/testing
Location: All PBC Hydrant Assets
Type of Funding: ☒ Admin Fund ☐ Sinking Fund
Amount to be Approved $10,560.00 ex GST
Code: PBC 12340 Fire Protection – Audit/Inspect.
Priority Level: ☒ High ☐ Medium ☐ Low

Scope of Works:
To undertake the annual inspection and testing of the fire hydrant system. The scope includes conducting visual inspections for damage, leaks, and general condition; performing operational tests to verify correct valve function and water supply; assessing for any obstructions that may impede use; and ensuring each hydrant remains fully accessible, clearly identifiable, and appropriately signed in accordance with regulatory requirements.

Reason for Works:
To ensure compliance with legislative requirements and Australian Standard AS 1851:2012, which mandates annual inspection and testing of fire hydrants. These inspections are essential to verify the system's operational readiness and ensure the safety of people and property in the event of a fire.

Risks or Impacts:
Failure to conduct regular inspections significantly increases the risk that hydrants may not operate effectively during a fire event due to preventable issues such as corrosion, leaks, or obstructed access.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
Flame Control Industries	$10,560.00	Quotation SQ-1548
FyrePower	-	No response received

Additional Notes:
Quotations were sought from the incumbent provider and one additional contractor. However, only the incumbent submitted a quotation. Given the incumbent's demonstrated experience, proven familiarity with Sanctuary Cove's infrastructure, and consistent service performance in prior years, the PBC approves a reduction in the standard procurement requirement from two (2) quotations to one (1) for the 2025 inspection cycle

Attachments: Flame Control Industries Quotation SQ-1548

Submitted By: Facilities Services
Date: 20/10/2025

Shanyn Fox

From: Matthew Schultz <matt.schultz@gravelroad.com.au>
Sent: Thursday, 18 September 2025 11:38 AM
To: Shanyn Fox
Cc: clarke_s
Subject: Re: FTTH - Consultancy Services

This sender is trusted.

Hi Shanyn

Please see my response below

1. Phase 1 – Consultation
   - This is now based on two targeted stakeholder sessions (instead of the originally envisaged 4–5 sessions).
   - Revised pricing for this phase: $1,014 ex GST (reduced from $5,408 ex GST).

Confirmed and agreed

2. Phase 2 – Field Survey & Current State Assessment
   - Clarification of (perhaps rewritten in a way that is easier for the committee to understand, *noting current count as 1,448 premises*)

     Page 10. Gravelroad Group, through our specialized subcontractor Optilinx, will execute a comprehensive field survey of the Sanctuary Cove FTTH network infrastructure covering approximately 750 premises that are not covered under the existing As Constructed documentation of the remaining approximately 1100 premises. Our approach prioritizes service continuity while delivering accurate technical assessments.

     Page 23 Assumptions. 3. Network Scope and Scale: The FTTH network audit and assessment are based on a network passing up to 750 homes, as per the sub-contractor (Optilinx) quote. Expansion beyond this (e.g., additional homes or undeveloped zones) will require scope adjustment. The network is assumed to be primarily backbone focused, with no requirement for customer premise entry.

Confirm that this means we are focussed on the existing built premises that are not covered under the existing As Constructed documentation

- Confirm that NBN/third-party infrastructure will also be identified during this phase.

We confirm for External provider infrastructure identification: As part of Phase 2 – Field Survey & Current State Assessment, the survey will identify and record NBN and other third party telecommunications infrastructure where it interfaces with and services the Sanctuary Cove FTTH network, including visible pits, conduits, cabinets and demarcation points on PBC infrastructure, using non intrusive visual inspection, DGPS capture and available records. This confirms external network service integration and is subject to timely cooperation from relevant providers. It excludes access to, testing of or detailed mapping of provider owned assets beyond the property boundary or off site, and any invasive works, which would require separate scope, permissions and costs.

-
- Confirm that a portion of phase 2, includes the production of an asset register, would like if possible suitable for upload into our current asset management system (we can provide a template if helpful).

We confirm for Asset register deliverable: Phase 2 will include compilation of a structured asset register derived from the field survey, listing each identified FTTH asset within scope with unique identifiers, DGPS coordinates, asset type and key attributes, and references to drawings. Where feasible we will format the register for direct upload to the PBC's current asset management system using a template and field map provided by the Principal. The register will be based on non intrusive survey methods and available records, applies only to assets within the stated Phase 2 scope, and excludes detailed condition grading, lifecycle modelling, or any access to customer premises or third party systems.

3. Phase 3 – Scope Definition
   - Revised price of $3,170 ex GST (reduced from $5,408 ex GST) with no change in scope

Confirmed and agreed

4. References
   - Provide references for Optilinx

This has been requested and will be forwarded through asap.

Fee Structure & At-Risk Element

- Is there any capacity to provide assurance to the PBC members that the consultant will deliver the full scope of research, analysis, and costed recommendations outlined in their submission, a portion of the final fee designated as an "at-risk" element.
  This portion would only become payable upon the satisfactory completion of all deliverables for each phase, as outlined in the consultant's proposal. *This approach reinforces the consultant's commitment to achieving the agreed outcomes and meeting the client's expectations.*

We are not proposing an at-risk holdback for this engagement. Our commercial model is fixed price by phase, with the price table set out in our proposal, and invoices raised at completion of agreed milestones. This already provides the assurance that delivery is tied to outcomes without altering the agreed commercial terms. We have clearly defined deliverables for each phase, a staged timeline with milestone checkpoints and reviews, and monthly payment milestones to be agreed with PBC. Our insurances also remain in place for further comfort.

Please do not hesitate to let me know ow if you need any further information. I will get the survey review response back to you asap.

Regards
Matt

Matt Schultz
Partner, Gravelroad Group
M: +61 409 583 760
E: matt.schultz@gravelroad.com.au
W: www.gravelroad.com.au
A: Level 1, 235 Boundary Street West End QLD 4101
P: General Enquiries : +61 7 3832 122

On 18 Sep 2025, at 10:22 am, Shanyn Fox <Shanyn.Fox@scove.com.au> wrote:

Hi Matt,

I've spoken with Shaun, and he's in full agreement with me that we should proceed with the current scope.

If you could kindly confirm your acknowledgement/comment of the below, I'll include it in the supporting documentation 😊

Kind Regards,

SHANYN FOX
Facilities Services Manager

Direct	07 5500 3302 **|** Shanyn.fox@scove.com.au
Main	07 5500 3333 **|** enquiries@scove.com.au
Mobile	0431 094 524
Address	PO Box 15 **|** Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web	oursanctuarycove.com.au

<image001.png>

SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD

From: Shanyn Fox
Sent: Tuesday, 16 September 2025 10:04 AM
To: Matthew Schultz <matt.schultz@gravelroad.com.au>
Cc: Shaun Clarke <clarke_s@bigpond.net.au>; Shaun Clarke <ozdigga721@gmail.com>
Subject: FTTH - Consultancy Services

Hi Matt,

Firstly, thank you for taking the time to attend yesterday, it was very helpful and greatly appreciated.

Further to our discussion, and before finalising the submission to the PBC EGM for approval, could you please confirm the following items:

1. Phase 1 – Consultation
    - This is now based on two targeted stakeholder sessions (instead of the originally envisaged 4–5 sessions).
    - Revised pricing for this phase: $1,014 ex GST (reduced from $5,408 ex GST).

2. Phase 2 – Field Survey & Current State Assessment
    - Clarification of (perhaps rewritten in a way that is easier for the committee to understand, *noting current count as 1,448 premises*)

      Page 10. Gravelroad Group, through our specialized subcontractor Optilinx, will execute a comprehensive field survey of the Sanctuary Cove FTTH network infrastructure covering approximately 750 premises that are not covered under the existing As Constructed documentation of the remaining approximately 1100 premises. Our approach prioritizes service continuity while delivering accurate technical assessments.

      Page 23 Assumptions. 3. Network Scope and Scale: The FTTH network audit and assessment are based on a network passing up to 750 homes, as per the sub-contractor (Optilinx) quote. Expansion beyond this (e.g., additional homes or undeveloped zones) will require scope adjustment. The network is assumed to be primarily backbone focused, with no requirement for customer premise entry.

    - Confirm that NBN/third-party infrastructure will also be identified during this phase.
    - Confirm that a portion of phase 2, includes the production of an asset register, would like if possible suitable for upload into our current asset management system (we can provide a template if helpful).

3. Phase 3 – Scope Definition
    - Revised price of $3,170 ex GST (reduced from $5,408 ex GST) with no change in scope

4. References
    - Provide references for Optilinx

5. Fee Structure & At-Risk Element
    - Is there any capacity to provide assurance to the PBC members that the consultant will deliver the full scope of research, analysis, and costed recommendations outlined in their submission, a portion of the final fee designated as an "at-risk" element.
      This portion would only become payable upon the satisfactory completion of all deliverables for each phase, as outlined in the consultant's proposal. *This*

approach reinforces the consultant's commitment to achieving the agreed outcomes and meeting the client's expectations.

Please also find attached the base/draft survey for your input. This is not required for approval but will help us start the process internally. Additionally, I will work on the Stakeholder hierarchy, commercial elements, and structure.

Looking forward to your confirmation so we can finalise the motion for the EGM.

Kind Regards,

SHANYN FOX
Facilities Services Manager

Direct	07 5500 3302 **|** Shanyn.fox@scove.com.au
Main	07 5500 3333 **|** enquiries@scove.com.au
Mobile	0431 094 524
Address	PO Box 15 **|** Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web	oursanctuarycove.com.au

<image001.png>

CORRESPONDENCE FOR INFORMATION

30th September 2025

Mulpha
P.O Box 199,
Sanctuary Cove QLD 4212
Transmission: barry.teeling@mulpha.com.au
jray@mulpha.com.au

TEMPORARY CLOSURE OF VILLAGE GATE COMPLAINT
(By resolution of the September 2025 PBC EGM)

Dear Barry & Jeff,

The PBC wishes to formally express its extreme disappointment regarding the management of the Village Gate project. The original completion timeframe was communicated as 8 weeks; however, we have since been advised that this has now extended to 13 weeks.

This delay reflects a lack of urgency in addressing the inconvenience caused to residents, coupled with insufficient planning around viable alternatives for those directly impacted by living within the gates.

Accordingly, we submit this as a formal complaint to be placed on file, noting the absence of consultation and consideration for the affected residents of the Cove throughout the project.

Kind Regards
For and on behalf of the Principal Body Corporate

J Syrett
Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	o Stage 2 commence working group 2025 TBC.	2026
419	08/22	Village Gate	PBC	o Schedule of work included in Sept EGM. o Awaiting update from Mulpha from meeting held on 13 October 25. o Awaiting response from Mulpha regarding the formal complaint.	TBC
427	05/23	PBC FTTH Network Solution & NBN Project	PBC	o Evaluation of RFQ tabled at PBC EC. o Meeting held with Gravel Road Group to finalise scope/phase clarifications. o BW reviewing consultancy services agreement, awaiting updated schedule. o Consultancy Agreement submitted to the PBC EGM for approval prior to execution, with services to commence upon execution of the agreement. o NBN included within FTTH project	Motion at Oct EGM 2025
429	03/24	Policy and Procedure on Authority to Use PBC Funds	BW	o A copy of the new 'Policy and Procedure on Authority to Use PBC Funds' (to replace the previous "Purchasing Policy") has been included as Correspondence for Information in October's EGM. o This Policy and Procedure reflects what has been approved in the new Administration and Facilities Management Agreements that will commence on 1 November 2025.	Completed

As at 23 October 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
430	07/24	Secondary Thoroughfare By-Law	BW	o Gazetted ST by law copy received 3/10/2025. o Draft parking ticket circulated in October agenda for consideration by PBC	Completed
431	2025	Administration & Facilities Management Agreements	BW	o Signed and ready to commence on 1 November 2025.	Completed
432	2024	Governance Review	PBC	o 2025 Lead by Simone Hoyle (SH) as Governance Project Lead. o Monthly updates from SH at PBC meetings.	Ongoing – Mthly Docs for approval
434	2025	Land Tax review	BW	o Legal advice on liability to pay land tax received on 16/09/2025. o Motion passed at Sept EGM for Cooper Grace Ward to prepare and lodge objection to land tax paid 2021 – 2025. o Approval of additional amount of $588.17 being sought at October EGM for additional legal costs that exceeded estimate.	3 November – CGW due to lodge objection
435	2025	RZABL Amendment	BW	o Proposed new RZABLs have been received by Chambers Russell Lawyers for consideration by the PBC. These have been included in Correspondence for Information in the October EGM agenda.	Oct 25 EGM for consideration
436	2025	Sanctuary Green Irrigation	PBC	o Review of preliminary design of system underway – SF o Initial design received and reviewed by SF; minor amendments identified and to be finalised by the consultant.	Awaiting on review from Contractor – due 24 Oct

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
437	2025	Solar Panels Jabiru	PBC	o Quotes obtained for battery-operated option. o Motion Oct EGM	Motion at EGM Oct 25
438	2025	Darwinia Planter box	PBC	o Owner instructed to remove planter and make good of area. o Resident is requesting Darwinia park drainage to be rectified before removing.	Ongoing
439	2025	Buttner/Leslie dispute	BW	o The QCAT proceeding was withdrawn on the basis that QCAT made orders requiring 4638 to relocate the window in the ground floor guest bedroom to be consistent with approved plans. o QCAT has now made those orders. o In September, Stuart Shakespeare (SS) and Brogan Watling (BW) attended 4638 to view the window. It was identified at this site inspection that relocating the window (to be consistent with what was approved) will not achieve a better outcome for 4636 – the owner who is complaining of non-compliance with the approved plans. o This was communicated to 4636. o Currently working with the parties to hopefully arrive at a sensible resolution. Otherwise, PBC will be forced to insist on compliance with QCAT orders that would not achieve the desired outcome for either party.	Meeting with 4638 on 21/10/2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
440	2025	Development Handover	PBC	o On 15 September 2025, Jeff Ray confirmed agreement to contribute 50% of the costs, based on the original detailed scope of works provided by OSKA. This contribution applies to all ongoing residential land subdivisions where new secondary thoroughfares and service assets are being created and will ultimately be handed over to the PBC.	Completed – Sep 25
441	2025	Biodiversity presentation	PBC	o SF awaiting proposed dates/times from Biodiversity for presentation. SF to chase up.	2025
442	2025	Harbour One FTTH Agreement	BW	o Services Agreement has been executed by both Mulpha and the PBC. o Mulpha now seeks to assign the Services Agreement to the Harbour One Body Corporate. o This is a motion appearing in the October EGM.	October EGM
443	2025	Security Agreement to PBC	BW	o Extension of existing agreement proposed by Sanctuary Cove Security Services Pty Ltd (SCSS). o SCSS then to review current allocations of costs and propose new terms to all 9 users to commence in November 2026.	October EGM
444	2025	Schotia Island Intersection	PBC	o Facilities sourcing quotation from traffic specialist. o Motion to be submitted at Nov EGM. o Motion withdrawn from Oct EGM, review to be completed by EC prior.	Nov 2025

As at 23 October 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
445	2025	Audit on condition of substantial trees throughout ST	PBC	o The onsite audit has been completed, and the report is pending. Once received, it will be provided to the EC for review and comment. o Additional GIS files requested to finalise the report, provided on 17/10/2025; report anticipated to be received from the consultants by —(AWAITING DATE TO INPUT)	Nov 2025
446	2025	Damage to streetlight by Uber driver	BW	o Uber driver was making payments of $1,000 per month. o Has not made payments from July. o Agreed to make a lump sum payment at the end of October. o Awaiting receipt of payment. o If not received, PBC will be updated, and instructions will be sought on how to proceed.	Payment Plan ends April 2026 (if honoured)
447	2025	Transfer of Vehicles from PBC to SCSSL	BW	o Board of SCCSL has approved to purchase x 8 vehicles from PBC o Motion on PBC agenda for October to approve transfer of vehicles to SCCSL	November (if approved at October EGM)
448	2025	ST Parking Signs	SF	o Shanyn to source and quote visitor parking signs to coincide with ST by-law changes o SF requested detailed specifications of the proposed works from SS on 17 October 2025 to enable investigation and sourcing of quotations.	Oct 2025

Note: Green = Complete, Yellow = In Progress, Red = Not yet in Progress.

Ongoing

Working Progress

Mulpha

On hold

3.1 RESIDENT'S OBLIGATIONS

3.1.1 For the purpose of this by-law:

(a) '**Resident'** means the registered proprietor, or mortgagee in possession, or occupier, of any Lot;

(b) '**Yard'** means any areas within the boundary of a Lot which form part of a yard, garden, courtyard or similar area;

(c) '**Landscaping Elements**' means lawn, turf, trees, shrubs, potted plants, groundcover, garden beds, planter boxes, mulch, gravel, pathways, decks, pools, spas, irrigation equipment and other reasonable landscaping elements (at the discretion of the Principal Body Corporate), excluding however any Weeds; and

(d) '**Weeds**' means any vegetation which is not intentionally and deliberately planted, and includes (without limitation) invasive species, noxious plants declared under any applicable law, and any vegetation that, by its nature, location or spread, detracts from the appearance of amenity of the Lot, the area surrounding the Lot (including the plan the Lot is a part of) and/or the Residential Area.

3.1.2 The Resident of every Lot must:

(a) maintain the exterior of the Principal Structure of their Lot (including, for the purpose of this By-law only and without limitation, all fences, walls, windows, awnings, gates, sidewalls, walkways, driveways, letterboxes and other structures, fixtures or installations located on the Lot) to a high standard and condition and in a state which is clean and free from visible deterioration, damage, neglect or unsightliness, which shall:

(i) include (without limitation) ensuring it is free from staining of any kind, mould, moss, grime or other debris; and

(ii) extend to the replacement or renewal of the exterior of the Principal Structure, where necessary,

so that at all times, the exterior of the Principal Structure is visually attractive, and is consistent in appearance with (and contributes to) the overall visual appearance and amenity of the Residential Areas;

(b) maintain in a clean condition the interior of their Principal Structure and take all practicable steps to prevent infestation by vermin or insects; and

(c) maintain their Yard to a high standard and condition, and in a clean, neat and tidy state, with such maintenance including (however not being limited to) ensuring that:

(i) the Yard is wholly comprised of Landscaping Elements;

(ii) the Yard is kept free from Weeds, overgrown grass or other overgrown vegetation, dead vegetation, large areas of bare soil without intentional vegetation, rubbish, debris and other unsightly vegetation and/or items;

(iii) all Landscaping Elements in the Yard which are vegetation are regularly pruned, trimmed, mowed or otherwise maintained; and

(iv) Landscaping Elements located in the Yard are renewed or replaced if they are dead, broken, deteriorated, past their useful life, or are otherwise in poor condition requiring renewal or replacement,

so that at all times, the Yard is visually attractive, and is consistent in appearance with (and contributes to) the overall visual appearance and amenity of the Residential Areas; and

(d) make any necessary arrangements for sufficient water required for the maintenance and irrigation of their Yard, and must be responsible for the payment of any charges levied in respect of excess water usage.

4.4 VEHICLES

4.4.1 For the purpose of this by-law:

(a) '**Designated Parking Area**' means the Lot garage as well as any uncovered parking space (such as a driveway) located within the boundaries of the Lot;

(b) '**Standard Vehicle**' means a passenger vehicle designed primarily for personal use, and includes a car (including a sedan, hatchback, wagon, SUV, utility vehicle and standard van), a motorcycle or a motorised golf cart;

(c) '**Recreational Vehicle**' means any vehicle that is not a Standard Vehicle or Commercial Vehicle, and includes (without limitation) trailers, campervans, caravans, house cars, motorhomes, boats, jetskis, and similar leisure-oriented vehicles (whether registered or not); and

(d) '**Commercial Vehicle**' means a vehicle:

(i) which is not a Standard Vehicle; and

(ii) which is designed, built and/or used for business, trade or industry use, and includes (however is not limited to) delivery vans, buses, coaches, trucks, and other heavy vehicles (having a gross vehicle mass of over 4.5 tonnes).

4.4.2 Standard Vehicles must only be parked, stored or kept on a Lot if they are wholly within the Lot's Designated Parking Area.

4.4.3 Recreational Vehicles:

(a) must not be parked, stored or kept within a Designated Parking Area;

(b) may only be kept elsewhere on a Lot if:

(iii) they are screened so that they are not visible from:

A. the secondary thoroughfare;

B. the common property of the plan which the Lot is a part of; or

C. another Lot; and

(iv) approval is granted by the Principal Body Corporate, on application by the owner of the relevant Recreational Vehicle.

4.4.4 Commercial vehicles must not be parked, stored or kept in the Residential Area, except on a short-term basis for the immediate purpose of commercial deliveries.

4.4.5 A Resident must not conduct repairs or restorations of any Standard Vehicle or Recreational Vehicle on any portion of any Lot (or on any common property) except:

(a) the repairs or restorations are conducted within the Resident's garage; and

(b) that such activity does not interfere unreasonably with the use and enjoyment of another Lot or any other part of the Residential Area.

4.4.6 Except where the Principal Body Corporate approves in writing, garages may only be used for vehicle parking and general storage purposes and must not be converted to other uses.

4.4.7 Each Resident must, to the extent possible, ensure the Resident's garage can accommodate the number of car parking spaces designated for the Resident's Lot under the Development Control By-laws.

4.4.8 Vehicles for sale or items associated with vehicles must only be parked, stored or kept in such areas as designated by the Principal Body Corporate on approval of an application by the owners of those vehicles or items.

4.4.9 The restrictions in this By-law 4.4 must not be interpreted in such a manner so as to permit any activity which would be contrary to any applicable By-laws of the Local Authority.

4.18 MOORINGS

4.18.1 For the purpose of this by-law:

(a) '**Vessel**' includes any watercraft, such as boats, yachts, jetskis, houseboats, pontoons or other floating devices, whether powered or unpowered (and whether or not they are required to be, or are, registered); and

(b) '**Mooring**' means any structure or method used to secure a Vessel, including pontoons, jetties, piles, anchors or tie-up points.

4.18.2 No Mooring may be established within the Residential Areas (whether or not within the boundaries of a Lot) without the prior written approval of the Principal Body Corporate.

4.18.3 Any installed Mooring must:

(a) be structurally appropriate and safe for the weight, size and type of Vessel/s which are to be secured to it;

(b) be designed and installed in accordance with all applicable standards and requirements;

(c) be used strictly in accordance with:

A. any conditions imposed by the Principal Body Corporate in granting approval for the Mooring;

B. any architectural, manufacturer, or other safety standards and limitations applicable to the Mooring; and

C. all relevant laws and regulations; and

(d) be maintained by the relevant Resident, and be kept in good condition and repair, free from deterioration, neglect or unsightliness, at all times.

4.18.4 A Vessel must not be moored if:

(a) the Vessel exceeds the maximum capacity rating of the relevant Mooring; or

(b) doing so would otherwise result in the maximum capacity rating of the relevant Mooring being exceeded, for example because the Mooring is in use by one or more other Vessels.

From:	Brogan Watling
To:	Stuart Shakespeare; Derek Glinka; Paul Kernaghan; Brian Earp; dianneonthegc; tmcginty52
Cc:	PBC; Cassie McAuliffe
Subject:	FW: Sanctuary Cove Principal Body Corporate | Amendment to RZABLs | (CR BNE250345)
Date:	Friday, 17 October 2025 8:21:00 AM
Attachments:	Amended RZABLs.docx image001.png

Good morning Executive Committee

Please see below an email from Chambers Russell regarding the proposed amendments to the RZABLs. The word attachment lists the new by-laws for your consideration.

This material was included in the EC agenda, but unfortunately we ran out of time to get to it during the meeting yesterday.

Could you please consider the proposed amendments carefully and let me know if you have any feedback?

After a brief discussion with Stuart, it will be a rush to get this on the agenda for this month. We will aim for November but your feedback in the interim would be helpful.

Some items I have identified:

- 3.1.2(b): interior of Principal Structure – does this extend to carport or is this considered external? By-law should clarify this.
- Improve definition of commercial vehicle to exclude standard vehicles used for business purposes. For example, I presume the PBC does not have an issue with a sedan or ute with business advertising being parked in the Designated Parking Area (DPA)?
- 4.4.3(a): Rec Vehicles could be parked/store in a DPA (being the garage). But because of the way DPA is defined, this is excluded storing, for example, a jet ski or trailer in the garage completely out of sight.
- Did the PBC want to include a requirement that vehicles parked in the DPA be registered?

Thank you.

Kind Regards,

BROGAN WATLING
In-house Counsel
Email brogan.watling@scove.com.au
Main 07 5500 3333 **|** enquiries@scove.com.au
Address PO Box 15 **|** Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
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My working days are Monday, Tuesday, Thursday and Friday

From: Jason Carlson <jcarlson@chambersrussell.com.au>
Sent: Thursday, 9 October 2025 1:31 PM
To: Brogan Watling <brogan.watling@scove.com.au>
Cc: Jessica Stanley <jstanley@chambersrussell.com.au>
Subject: Sanctuary Cove Principal Body Corporate | Amendment to RZABLs | (CR BNE250345)

Dear Brogan

Please see **attached** the draft amended RZABLs, for the Executive Committee's review and consideration (which have been provided in word format, for the Committee's ease in noting any changes that may be necessary).

By-law 3.1

We have amended by-law 3.1 to address the concerns raised, and to increase the standard to which the building exterior and yards are to be maintained. As you will see, these areas must now be maintained to a high standard and condition, so that at all times they are visually attractive, and is consistent in appearance with (and contributes to) the overall visual appearance and amenity of the Residential Areas.

We have also proposed the inclusion of new definitions to provide clarity needed to improve the PBC's ability to enforce these requirements.

As we understand that the term 'Residential Area' is defined in the DCBLs, we have adopted that term throughout by-law 3.1 (and the remaining by-laws). Please advise us if our understanding is incorrect, or if the Committee would prefer for that definition to be repeated at the start of the RZABLs.

By-law 4.4

We have amended by-law 4.4 to address the concerns raised. In doing so, we have introduced new definitions into this by-law, including to clearly distinguish between:

- 'standard' vehicles (which can be parked in a designated parking area);
- recreational vehicles (which may only be parked if they are appropriately screened, and approved by the PBC); and

- commercial vehicles (which are not to be parked, stored or kept in the Residential Area except for the immediate purpose of commercial deliveries).

In respect of recreational vehicles, we have expanded the screening requirement so that a screened recreational vehicle must not be visible from the secondary thoroughfare, from the common property of the plan which the Lot is a part of, or from another Lot. Please advise us if this is not consistent with the Committee's intentions.

By-law 4.18

The new moorings by-law is proposed to be included as a new by-law 4.18.

This by-law imposes a requirement for approval of the PBC to be obtained for the establishment of a mooring within the Residential Areas. It also regulates the use of approved moorings. Please advise us if there are any further rules or particulars that the Committee would like to see specifically addressed in the by-law, so that we can include same.

We look forward to hearing the Executive Committee's thoughts and feedback on the amended by-laws.

Jason Carlson | Partner
Chambers Russell Lawyers
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SANCTUARY COVE
GOLF AND COUNTRY CLUB
Pty Limited

20 October 2025

Dear Resident

Re: Notice of Annual Course Renovations – The Palms Golf Course

Sanctuary Cove Golf and Country Club wishes to advise residents that annual renovation works on The Palms Golf Course will commence on Monday, 27 October 2025.

These essential maintenance works will include improvements to the tees, fairways, and greens to ensure the course remains in exceptional condition throughout the year. To allow our course team to complete the program safely and efficiently, The Palms course will be closed for approximately three weeks, with an expected recovery period of four to six weeks.

During this time, you may notice some additional noise from machinery, as well as a minor increase in dust or grass clippings in surrounding areas. We kindly suggest that residents keep windows and doors closed and cover pools where possible to minimise any impact.

We appreciate your understanding and patience as we complete these important and necessary works, which form part of our commitment to maintaining the presentation of the golf courses to the highest standard.

Thank you for your cooperation.

Paul Sanders
Chief Executive Officer

PO Box 805, Sanctuary Cove, QLD, Australia 4212
P: +61 7 5699 9000 E: info@scgcc.com.au **www.sanctuarycovegolf.com.au** ACN 120 308 410 ABN 56 120 308 410

POLICY AND PROCEDURE
Authority to Use PTBC and PBC Funds

Background

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries will herein be referred to as the “Company”.

The Company strives to provide exceptional service delivery to the Sanctuary Cove community through the provision of body corporate administration services, facilities management services and security services.

Relevantly, through two Administration Agreements and two Facilities Management Agreements, the Sanctuary Cove Primary Throughfare Body Corporate (the “PTBC”) and the Sanctuary Cove Principal Body Corporate (the “PBC”) have authorised the Company to administer funds controlled by the PTBC and PBC respectively and undertake expenditure on their behalf in limited circumstances (together, the “Agreements”).

Policy Purpose

This policy sets out how funds of the PTBC and PBC can be expended and the procedure that is to be followed to ensure that the Company complies with the terms of the Agreements.

Note: the amounts set out in this Policy and Procedure are exclusive of GST.

Policy

1. The Company must comply with the PTBC Expenditure Policy (Admin), the PBC Expenditure Policy (Admin), PTBC Expenditure Policy (Facilities) and the PBC Expenditure Policy (Facilities) (together, the “Expenditure Policies”).[1]
2. The Company is responsible for sourcing the number of quotes on behalf of the PTBC/PBC in accordance with the Expenditure Policies (see paragraph 1b) of Procedure).
3. With respect to expenditure, the general position is that:
   a) the expenditure of PTBC/PBC funds must be authorised by a resolution passed in general meeting of the PTBC/PBC, that approves a specific amount for a specific purpose; and
   b) the Company has no authority to incur expenditure on behalf of the PTBC/PBC without the PTBC/PBC passing a motion in general meeting authorising such expenditure.
4. An exception to paragraph 3 is where the Company is acting in its capacity as the Facilities Manager. When fulfilling its duties under the Facilities Management Agreement, the Company can expend monies of the PTBC/PBC without approval only where:
   a) the expenditure is from the administrative fund, <u>and</u> it relates to:
      i. a reasonable, budgeted expense of up to $4,500 (excl GST) in respect of an individual transaction to facilitate the provision of services the Company is authorised to provide (see paragraphs 2a)ii) and b) of Procedure); or

[1] These policies can be found in the Schedules to the Agreements.

INSERT LOGO AND REVIEW DATE

ii. a reasonable expense for emergency work[2] including performing work though employees, officers or contractors, engaging contractors or consultants, purchasing goods or material and accepting liabilities on behalf of the PTBC/PBC (see paragraphs 2a)iii) and c) of Procedure).

5. Approval of a budget is not authority for expenditure.
6. Employees are required to comply with the Work Order Authority Table when issuing a work order (see paragraph 2i) of Procedure).
7. Where any proposed expenditure of the PBC is unbudgeted, the Company should assist the PTBC/PBC in identifying whether a special levy is required to be raised to meet the proposed expenditure.
8. The Company is responsible for ensuring payments are approved by the PTBC/PBC Treasurer/Chairperson as required by the Expenditure Policies (see paragraph 3c) of Procedure).
9. No employee is to receive a commission or any other similar incentive from a provider[3] engaged by the PTBC or PBC.
10. An employee must immediately inform the General Manager if the PTBC/PBC is proposing to enter into a contract for the supply of goods or services from a provider, and that provider is an associate[4] of the employee.

Procedure

1. Quoting
   a) Quotes may be required for work where the Company:
      i. identifies the need for the engagement of a provider to discharge its obligations under the terms of its Agreements; or
      ii. is instructed by the client (being the PTBC/PBC) to perform certain works that require the engagement of a provider.
   b) The Company is required to source the number of quotes on behalf of the PTBC/PBC in accordance with the following values:
      i. ≤$4,500 – 1 quote;
      ii. $4,501- $50,000 – 2 quotes;
      iii. $50,001 - $250,000 – 3 quotes;
      iv. ≥$250,001 – tender process required under instruction from the PBC and PTBC
   c) Quotes for the same work must be on a like-for-like basis, covering the same or very similar scope of work.
   d) Where general meeting approval is required for expenditure (see below paragraph 2a)i)), the motion submitted must be presented as a motion with alternatives[5] so that all quotes obtained appear as options on the agenda that the PTBC/PBC may choose from (see example in **Annexure A**).

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[2] "Emergency Work" means urgent remedial work to 'make safe' the Primary Throughfare, the Secondary Thoroughfare, a PTBC asset or PBC asset to prevent significant loss or significant damage to the aforementioned or to prevent personal injury to or the death of any person on the Primary or Secondary Throughfare.

[3] "Provider" means a contractor, supplier, or consultant that provides goods or services.

[4] As defined in section 26B of *Building Units and Group Titles Act 1980* (Qld). By way of example, this may include relationships such as marriage or de facto partnership, parent/child or a fiduciary relationship.

[5] "Motion with Alternatives" means one motion proposing alternative ways of dealing with the same issue, where voters are required to either vote a) for the motion and for one alternative or b) against the motion.

e) The Department proposing the expenditure is responsible for drafting the motion and preparing a suitable explanatory note to accompany the motion. This material should then be emailed to the Manager of Body Corporate two (2) weeks prior to the scheduled meeting.

f) Where a motion with alternatives is to be voted on at a general meeting, all quotes being voted on are to be circulated in the agenda.

g) If the Company is having difficulty obtaining a second or third quote, it should obtain written communication from a provider, recording that it is unable to quote on the work. The written communication from the provider should be circulated in the agenda.

h) The amount raised in the motion should reflect the amount stated in the quote and no separate contingency amount must be raised.

2. Work Order Approval

a) Funds of the PTBC/PBC must not be expended without a Work Order being raised (in accordance with the Work Order Authority Table 2j) with one of the following attached to the Work Order:

i. minutes from the general meeting authorising the expenditure, or approval in writing from the Manager of Body Corporate confirming that the motion passed and, if the Work Order relates to a contractual arrangement, signed copy of the contract; or

ii. confirmation in writing from the Manager of the Department initiating the Work Order that the expenditure is related to the provision of Facilities Services, is less than or equal to $4,500, is budgeted, is to be paid from the Administrative Fund and is part of one transaction only; or

iii. confirmation in writing from the Facilities Services Manager/General Manager that the expenditure is for Emergency Work, is to be paid from the Administrative Fund and approval from the PTBC/PBC will be sought retrospectively.

Annexure B sets out a table summarising how expenditure may occur.

b) With respect to paragraph 2a)ii, the Facilities Department must:

i. raise a work order in accordance with the Work Order Authority Table;

ii. keep track of such expenses across a month and send to the Manager of Body Corporate at least 10 days before the PBC EC meeting for the month a table setting out the date, description and cost of each expense incurred in the prior month in chronological order (extracted from DocMax).

c) With respect to paragraph 2a)iii, the Facilities Department must:

i. make every effort to inform the Executive Committee and the Nominee[6] in writing of the emergency and proposed Emergency Work required prior to undertaking expenditure;

ii. raise a work order in accordance with the Work Order Authority Table;

iii. within 14 days, provide to the PTBC (ptbc@scove.com.au) or PBC (pbc@scove.com.au) a written explanation of the required remedial work, the cost estimate approved and invoices (if available) supporting the costs incurred for the Manager of Body Corporate to then forward to the applicable executive committee;

iv. provide a draft motion to the Manager of Body Corporate to retrospectively authorise the expenditure at the next general meeting of the PTBC or PBC.

d) Multiple Work Orders divided into smaller amounts that should reasonably form a single transaction, are not acceptable (unless they are pursuant to a contract where the full amount has been approved in general meeting).

e) Work Orders must be raised and approved prior to the engagement of a Provider.

f) A Work Order must be prepared through DocMax with all quotations, authorising minutes and relevant correspondence attached to the Work Order.

g) Any Work Order raised must reflect the amount approved in the general meeting resolution or the amount authorised by the Manager of the Department initiating the Work Order in accordance with paragraphs 2a)ii and iii above.

h) It is the responsibility of the person raising the Work Order to obtain the relevant person's approval in accordance with the Work Order Authority Table.

i) The person raising the Work Order must be different to the person Approving the Work Order.

j) Work Order Authority Table:

Amount	Authorised Person to Raise Work Order	Authorised Person to Approve Work Order
≤$500	All Staff	Facilities Services Supervisor or Managers
$501 - $5,000	All Staff	Leadership Team
>$5,000	All Staff	Dual Approval required: 1. Leadership Team; and 2. General Manager

NB: The Authorised Person to Raise Work Order cannot be the same as the Authorised person to Approve Work Order

3. Accounts Payable Process

a) Invoices are to be sent to accounts@scove.com.au.

b) Invoices are uploaded into DocMax Invoices Received Queue by Finance (refer to Procedure DWI305015) and invoices are goods received by the relevant department/approved authority. Facilities Services initiated invoices follow a similar yet separate process (refer to Facilities Invoice queue work instruction - DWI 501011).

c) The relevant department must check and verify the invoice to ensure it is in accordance with the Work Order and that the work performed is satisfactory.

d) Invoices approved via the DocMax approval flow upon completion will be ready for entering into StrataMax accounts payable.

e) Creditor Commitment Work Order is used to invoice receipt against a work order and code the invoice to the applicable General Ledger account as designated by the initiator and checked against budget.

f) Accounts payable approval flows will be managed in Invoice Hub in accordance with the table below.

INVOICE HUB APPROVAL			
	Expenditure Type		
	Admin Fund Budgeted	Admin Fund Unbudgeted	Sinking Fund Expenditure
Invoices for works, services and goods			
Invoice Value ≤ $2,250	No approval required	PTBC/PBC Treasurer	
Invoice Value between $2,251 & $4,500	PTBC/PBC Treasurer		
Invoice Value ≥ $4,501	PTBC/PBC Chairperson & PTBC/PBC Treasurer		
Invoices for professional legal services	PTBC/PBC Chairperson & PTBC/PBC Treasurer		

NB: all amounts listed are exclusive of GST
NB: For Part C, the PTBC/*PBC Chairperson and* PTBC/*PBC Treasurer may nominate another Executive Committee member in their absence.*

g) Any invoices sitting in Invoice Hub will be "on hold" pending approval from the allocated person.

ANNEXURE A – Motion with Alternatives (Example)

Motion: Engagement of contractor to repair and replace pavers on primary/secondary thoroughfare

That the PTBC/PBC approves the repair and replacement of pavers on the primary/secondary thoroughfare located between X and Y, and that one of the below two contractors be engaged to perform the work in accordance with their quotations circulated with the agenda, with the cost to be met from the Sinking Fund Code XXX.

OPTION A

ABC Pty Ltd at a cost of $XXX (excl GST), see quotation dated XX

OPTION B

XYZ Pty Ltd at a cost of $XXX (excl GST), see quotation dated XX

**Include explanatory note that references (for example), map showing area being paved, explanation on why this area is being attended to ahead of others, date the area was last repaired, photos showing current condition, demonstration of allocation in sinking fund for item, and any other useful information.*

ANNEXURE B

Expenditure Authority Summary Table		
	Admin Fund	**Sinking Fund**
Budgeted	≤$4,500 Provide invoices and table monthly to EC to consider	Requires general meeting resolution and potentially special levy
Unbudgeted	Requires general meeting resolution and potentially special levy	Requires general meeting resolution and potentially special levy
Emergency	Uncapped. But restricted to "make safe" works	Requires general meeting resolution and potentially special levy

From:	PBC
To:	Malcolm Jackman; Andrea Luyckx; Anthony Curtis; Brian Earp; Derek Glinka; fionaanddavid; David Nelson ; dianneonthegc; HUGH MARTIN; Jess; leeu; Maxine Monroe; longesm; Mickmcdonald22; nabilola; neill@usaautos.com.au; Nick Eisenhut ; Paul Kernaghan; petercohen3; emagretep@gmail.com; Peter Hawley; pedrohay; robert nolan; Stephen Anderson; Stuart Shakespeare; Suzi Ledger; tmcginty52
Subject:	Correspondence on behalf of the PBC Treasurer
Date:	Monday, 20 October 2025 7:49:46 AM
Attachments:	image001.png

Dear Colleagues,

Due to anticipated travel over the next 6-8 months it will not be possible for me to attend a number of PBC and PBC EC meetings. As a result, it is probably not in the best interests of the PBC for me to nominate and potentially continue in the role of PBC Treasurer.

I would like to encourage other RBC Members Nominees with a financial background to nominate for the PBC Treasurer position. I am very happy to make myself available to support the new Treasurer and ensure a smooth transition.

The Body Corporate Manager (SCCSL) is appointed to deliver services that fulfil the PBC's financial duties and functions under SCRA, including all the duties and responsibilities of the Treasurer. Within this context, the Members Nominee appointed as the PBC Treasurer has the role of over-sighting the delivery of the contracted financial management functions and in particular ensuring that expenditure decisions of the PBC are appropriately approved, budgeted and funded. With the support of the Manager, the Treasurer also has the role of keeping the PBC informed regarding financial matters.

Please feel free to contact me for a discussion if you are interested in nominating for the Treasurer role.

Best regards,
Paul Kernaghan

Kind Regards,
JODIE SYRETT
Manager Body Corporate

Direct 07 5500 3326 **| jodie.syrett@scove.com.au**
Main 07 5500 3333 **|** enquiries@scove.com.au
Address PO Box 15 **|** Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web oursanctuarycove.com.au

BODY CORPORATE
Sanctuary Cove

Action Log - PBC EC Meeting July 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
2270 Reoccurring Golf ball damage	17/07/2025	Jodie	Decision Notice 24/07/2025	✓
2201 Letterbox Drop – Ian Harry	17/07/2025	Jodie	Decision Notice 24/07/2025	✓
Taymardan – Letter box Drops Stephanie	17/07/2025	Jodie to send corro from Stuart	Decision Notice 24/07/2025	✓
Motions for July PBC EGM: • SHA Amendment • Re-nomination of SS • Legal Advice Land Tax	17/07/2025			✓
Land Tax Legal Advice	17/07/2025	Stuart & Brogan	23/07/2025 Brogan provided EC with 2 options	✓
Fee for PBC Record – Max Leslie	17/07/2025	Jodie	22/07/2025	✓
Planter box on ST – Darwinia 1932	17/07/2025	Jodie	Email sent 30/07/2025	✓
Solar Panels – Jabiru Toilet block	17/07/2025	Stuart & Jodie	Stuart to discuss at PBC EGM and Jodie to add a motion to Aug EGM	✓
MN Tristania Resignation	17/07/2025	Jodie or Michael	Consult Committee to prepare VOC. This will be completed by 28/7/2025	✓
ST amendment 6.3 Motion	17/07/2025	Jodie	Added to the PBC EGM July as motion	✓
7081 Crossover installed	17/07/2025	Jodie	Jodie to inform the owner of PBC discussion – 30/7/2025	✓
Community Newsletter	17/07/2025	Cassie & Tamara	Cassie and Tamara to provide a standard template	✓

Action Log - PBC EC Meeting August 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Timeline for PBC EC nominations	15/08/2025	Jodie	18/08/2025	✓
Legal advice for RZABL	15/08/2025	Brogan		✓
Motion for PBC EGM Aug for Darwinia drainage	15/08/2025	Jodie	Withdrawn – Quote on larger drain	✓
Oska Consulting – Mulpha	15/08/2025	Shanyn	Motion for Sept EGM	✓

Action Log - PBC EC Meeting September 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
1932 Planter Box removal	11/09/2025	Jodie	Resident removed	✓
PBC EGM Motion Oct: • EC S41 motion for voting members	11/09/2025	Jodie	Included in Oct EGM	✓ OCT EGM

Action Log - PBC EC Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
RZABL Amendment – Pontoons	17/07/2025	Stuart & BW	Stuart & Paul to provide suggestions to Brogan	OCT EGM
FTTH Agreement	17/07/2025	Stuart & Paul	Stuart & Paul to provide suggestions to Brogan	OCT EGM
Reports for Information	15/08/2025	Cassie	Paul would like to see it condensed more	Pending
1932 Planter Box removal	11/09/2025	Jodie	Resident removed – JS to advise painting needs to be completed	✓
Letterbox drops/ Deed for UMD – Sent to Mate Gates	15/08/2025	Jodie/Brogan	Agreement on EGM agenda	OCT EGM
Darwinia drainage	11/09/2025	Jodie/Cassie	Motion for quotes to Oct EGM	OCT EGM
1862 – Jabiru Solar Panels	11/09/2025	Jodie/Mike	Motion for Oct EGM	OCT EGM
Update MIPs	16/10/2025	Jodie	Add Parking Signs for visitors & NBN Project	✓
8009 – Modification to Stormwater outcome	16/10/2025	Jodie	JS to communicate outcome and send to owner	Pending
8013 – Removal of Leopard Tree outcome (to remain)	16/10/2025	Jodie	JS to communicate outcome and send to owner	Pending
5939 – Arborist report for tree outcome	16/10/2025	Jodie	JS to communicate outcome and send to owner	Pending
Letterbox drops/ Deed for UMD – Send to Cove Magazine after OCT EGM	16/10/2025	Jodie	JS to send to Claire after OCT EGM	Pending
Buggies stored and charged at Security by Taymarden	16/10/2025	Jodie	Mike @ Security confirmed no buggies there since 26/7/25	✓
7105 Driveway repairs	16/10/2025	Jodie/Shanyn	SF to source quotes for EGM	Pending
PBC Newsletter items • Shared roads • ST by law update • Speeding past 40km	16/10/2025	Jodie/Tamara	Passed onto Tamara 22/10 for consideration	✓
EC Expenditure	16/10/2025	PBC to provide an amount		Pending

Action Log - PBC EGM Meeting July 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Letter for amendment to 5.11 of Shareholders Agreement	31/07/2025	Cheryl/Stuart	Awaiting approval from Brogan	✓
Lot 33 – Reimbursement for monies owed	31/07/2025	Jodie	Awaiting Stuarts approval for letter. Follow up 28/8/25 & 12/9/25	✓
ST By-Law amendment, send approved minutes to the Dep of Housing	31/07/2025	Jodie		✓
Cooper Grace Ward for legal advice on Land Tax	31/07/2025	Jodie	Jodie to raise work order for work quoted	✓
Compliance – Cassia MN to be copied into future breaches/emails	31/07/2025	Jodie	Flagged with Bianca to ensure completed moving forward	✓
PBC Motions Aug: • EC Expenditure • RZABL amendment – pontoons • PBC/PTBC budgets	31/07/2025	Jodie	EC Expenditure not included	✓
Governance to circulate COC & COI in Sept agenda	31/07/2025	Simone to Jodie		✓
Village Gate expenditure	31/07/2025	Shanyn	Sep EGM motion	✓

Action Log - PBC EGM Meeting August 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
PBC EGM Draft Minutes	28/08/2025	Jodie	Follow up 12/9/25	✓
BC Fee increase	28/08/2025	Brogan	Explanatory note for minutes	✓
Governance Review	28/08/2025	Simone	Provide 2 pages for minutes	✓
Tristania Map details to David	28/08/2025	Jodie	Info on his RBC	✓
BW to provide explanatory notes for minutes regarding BC Fees	28/08/2025	BW		✓
FTTH existing agreements – BW to provide additional information	28/08/2025	BW	4/9/2025	✓
Temporary fencing and signage for temporary buggy path at Village Gate	28/08/2025	SF	Fencing provided and locked by Security over night	✓

Action Log - PBC EGM Meeting September 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Solar Panels on Jabiru Toilet block	31/07/2025	Jodie	Quotes obtained for back up battery option.	OCT EGM
1932 Planter Box	31/07/2025	Jodie	Removed Oct 25	✓
Schotia Island Intersection	31/07/2025	Shanyn	Nov EGM Motion	NOV EGM
PBC EGM Draft Minutes		Jodie	Sent to Stuart 1/10/2025	Completed
Deed for UMD		Brogan	BW sent to SS 30/09/2025 for review	OCT EGM
Letter of complaint to MSCD		Jodie	Sent to Mulpha Oct 25	✓
Weekly report from MSCD regarding temp buggy path		Shanyn		Ongoing
Chairpersons for RBCs to be copied into breach notices		Bianca	Cheryl requested this extend to all chairpersons with owner's permission	Completed
FTTH Action Plan motion & agreement	31/07/2025	Shanyn/Shaun	Shanyn to complete	OCT EGM
Updated PBC MN List		Jodie	Jodie emailed updated on 2/10/2025	Completed

Invoice Hub Introduction

Invoice Hub Overview – effective from 1st November 2025

The Invoice Hub provides an efficient and transparent platform for committee members to review and approve invoices pending payment through the StrataMax Portal.

Benefits for Body Corporate Managers and Committee Members

- **Time efficiency:** Streamlines the traditionally time-consuming invoice approval process by providing a single online platform for all approvals.
- **Workflow management:** Enables online approvals and facilitates direct communication within the system for queries or clarification.
- **Enhanced control:** Ensures payments are only processed after online review and approval, reducing the risk of missed invoices or unapproved costs.
- **Fraud prevention:** Incorporates safeguards to prevent duplicate payments, strengthening financial integrity.
- **Improved tracking:** Allows users to easily view the full history of invoice approvals and payments.
- **Clear communication:** Automated email alerts notify approvers when invoices are awaiting review, with the option to return invoices to the strata team for amendment or removal if required.

Approver Functions

As an approver, you can:

- View a scanned copy of each invoice and relevant supporting documentation.
- Verify the correct account code for payment.
- Raise queries directly with your Body Corporate Manager for further clarification.
- Approve invoices for payment within the StrataMax Portal.

This system provides a secure and controlled process for Body Corporate Managers to upload invoices for committees that have elected to review and approve payments in advance.

Once an invoice is uploaded, an automated notification email (from **no-reply@stratamax.com.au**) is sent to the nominated committee member(s). They can then access the Invoice Hub through the StrataMax Portal to review and approve the invoice, authorising the Body Corporate Manager to process payment.

To support a smooth transition, we are aiming to take the following approach:

- Invitation for a short training session (either virtual or in person) for approvers prior to launch.
- A direct support contact within the team for any queries. Thanks for this suggestion.
- A brief FAQ sheet summarising key steps and troubleshooting guidance (to complement the StrataMax instructions).

MULPHA

Mulpha Sanctuary Cove (Developments) Pty Limited
ACN 098 660 318   ABN 20 098 660 318

Jabiru House, Masthead Way
PO Box 199 Sanctuary Cove QLD 4212 Australia
T 61 7 5577 6500   **F** 61 7 5530 8455
www.sanctuarycove.com   www.mulpha.com.au

RE: COMMISIONING THE NEW VILLAGE GATES, RE-CONSTRUCTION OF 'THE PARKWAY' ROAD (CONVERTING TO STANDARD 7.5M WIDE ROAD), DEMOLITION OF THE OLD VILLAGE GATES AND PARKWAY GREENS 20 LOT SUBDIVISION STAGE 2 CIVIL SERVICES CONSTRUCTION

8 October 2025

Dear Sanctuary Cove Principal Body Corporate

Mulpha wishes to advise that works are progressing well on the demolition of the Old Village Gates and construct a new 7.5-metre-wide road pavement linking the New Village Gates to the pedestrian crossing near the first harbour-front villa.

Our original program at the start of construction anticipated that the upgraded road and Village Gates would become operational from 18 November 2025.

As part of The Parkway reconstruction, a stormwater pipeline is being installed under The Parkway through to the marina as part of the Parkway Greens subdivision civil works. This work has been directly delayed by four weeks due to delays by Energex in completing the power/meter abolishment for the old Village Gates, as the new stormwater pipeline must be constructed in the same location as the existing Energex power cable.

Because of the delay to the Energex supply abolishment, the works program needed to be revised, and completion of The Parkway reconstruction is now expected in the second week of December, with the upgraded road and new Village Gates scheduled to become operational from 12 December 2025.

Can you please make the required notifications of this unfortunate (and unavoidable) delay in the re-opening of The Parkway.

If you have any questions regarding these works, please contact:

Jeff Ray
Civil Project Manager
Mulpha Sanctuary Cove (Developments) Pty Limited
E: jray@mulpha.com.au

CORRESPONDENCE FOR ACTION

BODY CORPORATE
Sanctuary Cove

PARKING REMINDER NOTICE

NOTICE: THIS VEHICLE HAS BEEN PARKED IN BREACH OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE'S SECONDARY THOROUGHFARE BY-LAWS

- ☐ Vehicle (excluding service vehicle) parked on road or verge without approval
- ☐ Owner/Occupier vehicle parked in visitor parking without approval
- ☐ Vehicle parked overnight in visitor parking between the hours of 6pm – 6am without approval

Please be aware that vehicles that are detected as having breached these by-laws on three (3) occasions within one (1) calendar month, may have their License Plate Recognition suspended for a period of 30 days.

If there is any damage caused to the Secondary Thoroughfare as a result of a breach of these by-laws, the PBC may sue the person responsible for such damage.

Details of Parking Breach					
	Date:	**10/20/2025**		**Time:**	
Location:					
Registration:		**Make:**		**Colour:**	
Comments:					
				Issuer:	

For a copy of the Secondary Thoroughfare By-Laws, please email pbc@scove.com.au

From: Suzi Ledger
To: PBC
Subject: Re: re Pinehurst Drive Park
Date: Monday, 20 October 2025 8:17:05 AM

No, way down the far end of Pinehurst, opposite my house at 1837.

Suzi

Sent from my iPhone

> On 20 Oct 2025, at 7:02 am, PBC <pbc@scove.com.au> wrote:
>
> Hi Suzi,
>
> Can you confirm if it is the area in red you are referring to?
>
> <image002.png>
>
> Kind Regards,
>
> **JODIE SYRETT**
>
> Manager Body Corporate
>
> **Direct** 07 5500 3326 | **jodie.syrett@scove.com.au**
> **Main** 07 5500 3333 | enquiries@scove.com.au
> **Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
> **Web** oursanctuarycove.com.au
>
> <image003.png>
>
>
>
> **From:** Suzi Ledger <suziledger@gmail.com>
> **Sent:** Friday, 17 October 2025 11:27 AM
> **To:** enquiries <enquiries@scove.com.au>
> **Subject:** re Pinehurst Drive Park
>
>

sender

I hope you can pass this on to the relevant person.

I am writing to request permission to hold a small Pinehurst Drive residents only Christmas gathering on this grassed area at the end of Pinehurst Drive.

I don't think it is strictly a park, but it is probably Secondary Thoroughfare, hence my request - just to be on the safe side.

Kind regards,

Suzi Ledger
1837 Pinehurst Drive
0419 028 412

<image004.jpg>