



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 30 October 2025 at 10:00 AM

Meeting time: **10:01am – 12:15pm**

Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702	Cassia GTP 1702	Mr Peter Cohen
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 Monroe
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107106	Schotia Island GTP 107106	Mr Lee Uebergang
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

The following members present by Voting Paper and In Person:

Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present (pre-voted)
Lot 107353	Woodsia GTP 107353	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 1701	Bauhinia GTP 1701	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107217	Tristania GTP 107217	Electronic vote
Lot 107278	Banksia Lakes GTP 107278	Electronic vote
Lot 107442	Molinia GTP 107442	Electronic vote
Lot 107456	Alyxia GTP 107456	Electronic vote
Lot 107488	Darwinia GTP 107488	Electronic vote

The following members were present by Proxy:

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

Present by Invitation:

Mrs Simone Hoyle – Governance Leadership Group (GLG)
Mr Malcolm Jackman – Observer for Felicia
Mr Shaun Clarke – FTTH update (SC)
Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker – JS)
Mrs Cassie McAuliffe – General Manager (CMA)
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 Anthony Curtis
Mr Nabil Issa
Mr Peter Game
Mr Nick Eisenhut
Mr David Nelson
Mr Mick McDonald

The following members were not financial for the meeting: Nil

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

Motions

1	Approval of Previous General Meeting Minutes - 25th September 2025 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

CARRIED

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

Yes	17
No	0
Abstain	9

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
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	X			Tristania			X
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	PBC Executive Committee S41 (4) SCRA (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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 PBC Nominates Stuart Shakespeare to the role of PTBC EC (Agenda Item 5.3) Ordinary Resolution

Submitted by MN for Roystonia

CARRIED

RESOLVED 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 for 15th December 2025.

Yes	25
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	Ratification of Mrs Cheryl McBride as appointed Chairperson (Agenda Item 5.4)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	25
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	Approval to appoint PBC Treasurer and Secretary as non-voting members if positions remain vacant (Agenda Item 5.5)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	25
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	Approval of entry into Deed of Assignment of Services Agreement for Connection to FTTH (Agenda Item 5.6)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	21
No	5
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

Submitted by Chairperson	CARRIED
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RESOLVED 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 (totalling \$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)).

Yes	25
No	0
Abstain	1

And further, **RESOLVED** 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*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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 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
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Submitted by Chairperson

CARRIED

RESOLVED 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	24
No	0
Abstain	2

Action: Compliance to address Builders signs under RZABs outside properties after completion.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
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	X			Tristania	X		
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	Agreement to extend Security Services Agreement for 12 months (Agenda Item 5.9)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC agrees to extend the Security Services – User Agreement (the agreement under which it 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	25
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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 to pay additional fees of Cooper Grace Ward for advice on land tax liability (Agenda Item 5.10)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	Approval of expenditure to provide nourishment for the Sanctuary Cove PBC Members Nominees (Agenda Item 5.11)	Ordinary Resolution
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Submitted by MN for Roystonia

CARRIED

RESOLVED 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	19
No	4
Abstain	3

NOTE: Perceived conflict of Interest, however not material and voting on behalf of the RBC wishes.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	Approval for expenditure to engage Niche Studio to implement a QR code system and ongoing website management (Agenda Item 5.12)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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	25
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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 the removal of solar panels installed on Jabiru Park toilet block and installation of backup battery system (Agenda Item 5.13)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED 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.

Yes	26
No	0
Abstain	0

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

NOTE: JS to advise owner at 1862 of outcome.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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	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

CARRIED

RESOLVED 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

14.2 APPROVAL FOR PROPOSED STRIP/GRATE DRAIN - STORMWATER DRAINAGE REMEDIATION WORKS WITHIN DARWINIA PARK (AGENDA ITEM 5.15)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED 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	26
No	0
Abstain	0

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

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

14.2 Alternatives

(Option A)

Contractor 1

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

(Option B)

Contractor 2

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

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

Votes: A: 25 B: 1

Inv: 0

Members Name	A	B	Abstain	Members Name	A	B	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

14.3 APPROVAL OF EXPENDITURE AND ENGAGEMENT OF SECURE ACCESS FOR INTERCOM UPGRADE (AGENDA ITEM 5.16)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

14.4 APPROVAL OF EXPENDITURE AND ENGAGEMENT OF SOCIAL PLUMBING FOR RESIDENTIAL WATER METER REPLACEMENT (AGENDA ITEM 5.17)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED 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 **RESOLVED** 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

14.5 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

CARRIED

RESOLVED 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	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania	X		
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		

Submitted by Chairperson

CARRIED

RESOLVED 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 **RESOLVED** 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	24
No	0
Abstain	2

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
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	X			Tristania			X
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		

Correspondence for Information:

CFI 1. Barry Teeling response to Village Gates:

- It was noted in the PBC EC minutes that Barry Teeling was to provide a response regarding the extension of the Village Gates closure within 48 hours. Cassie (CMA) advised that a meeting was held with Barry, followed by an email and a phone call to follow up. She was informed that the response was forthcoming but has not yet received it.
- **Action:** Cassie to follow up

CFI 2. Matters In Progress:

- FTTH and advising Mulpha to plan ahead with future developments.
- Security Services Agreement update from Cassie.
- Audit of A-Class Water project
- Deed of Variation of the Shareholders Agreement
- ST By-law amendment – Animal Control/Parking – **Action:** SF to source quote for all visitors parks to have signage.

Correspondence for Action:

CFA 1. Parking Ticket for changes of ST By-Law:

- Noted and happy for this to progress with the changes.

CFA 2. Request for Christmas gathering on ST in Darwinia:

- A request was received from the MN for Corymbia to hold a street gathering on Pinehurst Drive.
- The Chairperson requested further details, including the proposed time, date, traffic management arrangements, and estimated number of attendees.

General Business:

FTTH Discussion – Shaun Clarke (SC):

- It was discussed that additional users, such as Harbour One and other developments outside the gates, may impact FTTH usability.
- This matter has been included in the brief to Gravel Road for review and reporting within their scope of work.
- Three potential options available to PBC are:
 - G-PON
 - Next G-PON
 - T-PON
- Gravel Road has been engaged to investigate a range of solutions aimed at future-proofing the system and will provide options outlining size and cost implications.
- Phase Two will deliver a comprehensive map of the existing infrastructure, while Phase Three will outline the proposed solutions moving forward.
- Discussion was held regarding NBN connections within Sanctuary Cove and the issue of connections being established without PBC approval.
- It was suggested that a presentation be arranged to provide further clarity on the project.
- There was discussion around the five entities currently using FTTH outside the gates, and whether PBC's obligations to these entities have been fully considered.
- The Chairperson noted that it is not a straightforward decision to disconnect these entities, as consultation will be required to determine the most appropriate approach.
- It was recommended that Mulpha communicate their planning for future developments in relation to FTTH connections outside the gates.

Legal Privilege:

- It was noted that if legal advice is distributed and subsequently obtained by the opposing party in a dispute, it could compromise the process and provide the other party with insight into PBC's strategic position.
- Such disclosure would also waive the ability to claim legal professional privilege over the advice.
- It was discussed that, as a Member Nominee (MN) of the PBC, the MN retains the right to request access to this advice. If so, the PBC members could waive their right to legal privilege thereby potentially placing the PBC at risk.

Governance Liaison Group – Simone Hoyle (SH):

- During the approval of the previous PBC EGM minutes, it was proposed that where Members Nominee (MNs) have voted online and are also in attendance at the meeting, they raise their hand during voting to ensure transparency. This would allow for clarification or discussion regarding any objections to a motion.
- It was further discussed that this process be incorporated into the MN's role statements for consideration.

- The first draft of the governance guidelines, which sets out the overall framework, is nearing finalisation.
- The documents will be circulated to MNs via email for review and have been intentionally separated from the agenda booklet for ease of reference.
- MNs will have approximately six weeks to review the documents and consult with the RBCs, with an accompanying one-page communication summary.
- The purpose is to capture feedback and any proposed changes.
- The review aims to provide greater clarity around roles, define boundaries, and outline the responsibilities of each group.
- The MN for Schotia Island raised concerns regarding the use of proxies for the PBC EGM and the confusion surrounding their application. The PBC EC recommended that this matter be referred to the Governance Liaison Group for clarification.

Agreement to extend Security Services Agreement for 12 months:

- During this period, a time-in-motion study will be undertaken to capture detailed data and insights.
- Discussion took place around whether the survey will identify the services residents desire versus those currently provided.
- Cassie (CMA) advised that extensive work is underway to collate and present this information, with a comprehensive review of Security being conducted, including cost structures and operational frameworks.
- It was requested that regular updates be provided to the PBC on this matter, including benchmarking outcomes and ongoing consultation.
- Benchmarking will be undertaken, referencing comparable entities such as Hope Island Security.
- **Action:** CMA to provide regular updates at PBC EGM.

Card reader on toilet door at Jabiru Park:

- It was discussed and agreed that installing a card reader lock on the Jabiru Park toilet block may not be the most suitable option at this stage, and that the potential impacts should be investigated prior to any decision being made.

Pathway/Footpath extension:

- It was noted that the PBC EC previously discussed this matter and that the PBC had undertaken a comprehensive review approximately two years ago, after which it was determined that approval would not be granted.
- The PBC EC reaffirmed that the roads are shared zones with a 40km/h speed limit, and all motorists and pedestrians are expected to remain vigilant.
- A reminder will be included in the upcoming PBC newsletter.
- It was suggested that, with the use of the two mobile speed cameras, offenders be notified when detected and that repeat offenders face potential penalties, such as suspension of Licence Plate Recognition (LPR) access.

Schotia Island Intersection:

- The project has been included in the new financial year; however, consultation is required to review the available options to ensure functionality is maintained and costs remain within a reasonable expenditure.
- It was decided the MN for Schotia Island and Shanyn (SF) will meet and discuss a plan forward.
- Another option, a camera stationed on the intersection for safety.

Thank you to Stuart Shakespeare:

- A small gift and expression of appreciation were presented to Stuart in recognition of his time and dedication as Chairperson, marking his final meeting with the PBC.

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

MEETING CLOSED at 12:15 PM

Chairperson: Mr Stuart Shakespeare X.....