



NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

Name of Property: Sanctuary Cove Principal Body Corporate
GTP: 202
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Marine Village, Masthead Way, Sanctuary Cove QLD 4212
Date and Time of meeting: Thursday 13 November 2025 at 9:00AM

This notice is forwarded to all committee members. If a committee member is unable to attend, they can assign their proxy to an alternate member by completing the attached proxy form or complete the enclosed Voting Paper, in accordance with Schedule 2, Part 2, Section 17 of the Building Units and Group Titles Act 1980.

The following agenda sets out the substance of the motions to be considered at the meeting.
Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary.

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
6. Motions
 1. Approval of PBC EC Minutes 16th October 2025
 2. Approval of PBC EC VOC Minutes 20th October 2025 - Appointment of Chairperson
 3. Approval of ARC Report 3rd November 2025

7. Correspondence For Information

No	Date	From	To	Regarding
1.	29 October 2025	PBC	Resident at 8013	Decision Notice leopard tree removal
2.	29 October 2025	PBC	Resident at 8009	Decision Notice Modification to Stormwater Inlet
3.	29 October 2025	PBC	Resident at 5939	Decision Notice for removal of Forest Red Gum tree

4.	29 October 2025	PBC	Resident at 1821	Decision Notice for clean up of vacant site
5.	31 October 2025	Felicia Committee	PBC	Change of MN for Felicia
6.	4 November 2025	SCCSL	PBC	Bluetooth Gate Access information
7.	4 November 2025	PBC	Residents	PBC Newsletter distributed
8.	6 November 2025	SCCSL	Residents	Changes to ST By Laws and parking procedure
9.	6 November 2025	Mulpha	SCCSL	Village Gate update
10.	6 November 2025	SCCSL	PBC	Special Resolution Information

8. Correspondence For Action

No	Date	From	To	Regarding
1.	27 October 2025	Resident at 4638	PBC	Approval of additional camera
2.	30 October 2025	MN for Colvillia	PBC	Approval for Christmas party at Colvillia Park
3.	31 October 2025	Committee member - Tristania	PBC	Approval for Christmas party at Paul Toose Park
4.	3 November 2025	ARC Committee	PBC	Screened enclosure works - 7110
5.	3 November 2025	ARC Committee	PBC	Screened enclosure works - 7106. 8

9. Reports For Information

No	Date	From	To	Regarding
1.	October 2025	SCCSL	PBC EC	Ops Report
2.	16 October 2025	FSC	PBC EC	FSC Minutes & Report
3.	Sept/Oct 2025	SCCSL	PBC EC	Matters In Progress
4.	October 2025	SCCSL	PBC EC	EC/EGM Action Items

10. General Business:

- 10.1 Replacement for Treasurer approval with Invoice Hub
- 10.2 Unrepresented RBC
- 10.3 Nominations distributed with CVs ahead of AGM agenda
- 10.4 Request for Investment Instructions

11. Motions for PBC AGM:

Closure of Meeting

Reply To
PO Box 15,

SANCTUARY COVE
QLD, 4212

VOTING PAPER

Executive Committee Meeting for the Sanctuary Cove Principal Body Corporate GTP PBC EC GTP
202

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Date and time of meeting: Thursday 13 November 2025 at 09:00 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 PBC EC Minutes 16th October 2025 (Agenda Item 6.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PBC Executive Committee Meeting held on 16th October 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	Approval of PBC EC VOC Minutes 20th October 2025 - Appointment of Chairperson (Agenda Item 6.2)	Ordinary Resolution
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Submitted by Committee

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 20th October 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

Submitted by Committee

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3rd November 2025.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3rd November 2025.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 3rd November 2025.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 3rd November 2025.

Yes ☐

No ☐

Abstain ☐

GTP: PBC EC GTP 202

Lot Number: _____

Unit Number: _____

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.

IMPORTANT – If the property is owned in joint names, all Owners must sign the Voting Paper.

Name of voter: _____

Signature of voter: _____

Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. 20251016 PBC EC Minutes**
- 3. 20251020 PBC EC VOC minutes - Chairperson replacement booklet**
- 4. DRAFT Stage 1 ARC Minutes 20251103**
- 5. CORRO FOR INFORMATION**
- 6. CFI 1. 8013 Decision Notice PBC EC**
- 7. CFI 2. 8009 Decision Notice PBC EC**
- 8. CFI 3. 5939 Decision Notice PBC EC**
- 9. CFI 4. 1821 Decision Notice PBC EC**
- 10. CFI 5. Felicia Notice of Body Corporate**
- 11. CFI 6. 20251105 Ltr to PBC EC re Bluetooth Gate Access - Gallagher Mobile-Connect**
- 12. CFI 8. Secondary Thoroughfare by-law changes**
- 13. CFI 9. The Parkway new road construction**
- 14. CFI 9. Village Gate update Photo**
- 15. CFI 10. Special Resolution Information**
- 16. CORRO FOR ACTION**
- 17. CFA 1. Buttner additional camera approval**
- 18. CFA 2. Colvillia Christmas Party**
- 19. CFA 3. Christmas Get-together - dogs and owners - Paul Toose Park December 12th**
- 20. CFA 4. 202511 7110 Plumeria Decision Notice - Screened Enclosure**
- 21. CFA 5. 202511 7108 Plumeria ARC-PBC Correspondence - Proposed Patio**
- 22. REPORTS FOR INFORMATION**
- 23. RFI 1. Ops Report October 2025**
- 24. RFI 2. EC September 2025_PBC_PTBC FSC Pack**

- 25. RFI 2. EC September 2025_SCCSL FSC Pack**
- 26. RFI 2. Draft FSC Minutes 20251016 PBC_PTBC**
- 27. RFI 3. PBC MIP 20251105**
- 28. RFI 4. PBC EC Meeting 2025 - Action Log**
- 29. RFI 4. PBC EGM Meetings 2025 - Action Log**
- 30. Proxy form - BC**

MOTION INFORMATION



MINUTES OF EXECUTIVE COMMITTEE MEETING **for Sanctuary Cove Principal Body Corporate GTP PBC EC GTP 202**

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212
Date and time of meeting: Thursday 16 October 2025 at 9:00 AM
Meeting time: **9:00am – 11:45am**
Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

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

The following members present by Voting Paper and In Person:

Lot 107209 Dianne Taylor (pre-voted)

The following members present by Voting Paper:

The following members were present by Proxy:

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

Present by Invitation:

Mrs Jodie Syrett – Manager of Body Corporate (JS – Minute Taker)
Mrs Cassie McAuliffe – General Manager (CMA)
Ms Shanyn Fox – Facilities Manager (SF)
Mrs Brogan Watling – In-House Counsel (BW)

Apologies:

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

Motions

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

Statutory Motion Submitted by Committee

CARRIED

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

Yes	4
No	0
Abstain	1

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

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

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

Submitted by Committee

CARRIED

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

Yes	5
No	0
Abstain	0

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

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 7th October 2025.

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

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

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

Submitted by Committee

CARRIED

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

Yes	5
No	0
Abstain	0

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

4 PBC EC dates for 2026 (Agenda Item 6.4)

Submitted by Committee

CARRIED

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

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

Yes	6
No	0
Abstain	0

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

5 PBC EGM dates for 2026 (Agenda Item 6.5)

Submitted by Committee

CARRIED

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

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

Yes	6
No	0
Abstain	0

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

Correspondence for Information:

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

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

Correspondence for Action:

CFA 1. 8009 Modification to stormwater inlet:

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

CFA 2. 8013 Removal of Leopard Tree:

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

CFA 3. 5939 Arborist report for tree:

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

CFA 4. Deed for delivery of unsolicited advertising material:

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

CFA 5. Dredging within SC waterways:

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

CFA 6. 7105 Driveway repairs:

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

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

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

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

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

CFA 9. 1932 Planter Box Removal:

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

CFA 10. 8014 Floating pontoon complaint:

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

General Business:**1. Governance Improvement Project Update – Cheryl McBride:****• Key progress – documents under GLG review:**

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

• SC Digital App:

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

• Next Steps:

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

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

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

2. PBC Secretary & Treasurer Positions – Cheryl McBride:

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

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

3. Gravel Road FTTH:

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

4. Solar Panels on Jabiru Toilet block:

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

5. EC Expenditure:

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

6. Village Gates Update:

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

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

MEETING CLOSED at 11:45 AM

Chairperson: Mr Stuart Shakespeare X.....

Minutes of the Vote Outside Committee Meeting

Body Corporate for PBC EC 202

Meeting Date	20 Oct 2025		
Date Notices Sent	17 Oct 2025		
Due by Date	20 Oct 2025		
Committee Members	Lot 1712	Brian Earp	Electronic vote
	Lot 107045	Paul Kernaghan	Electronic vote
	Lot 107128	Stuart Shakespeare	Electronic vote
	Lot 107209	Dianne Taylor	Electronic vote
	Lot 107442	Cheryl McBride	Electronic vote

Motion 1**Approval to appoint Mrs Cheryl McBride as PBC Chairperson for the remainder of the term 2025****Ordinary Resolution**

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 Executive Committee hereby appoints Mrs. Cheryl McBride to the position of Chairperson from 1 November 2025 for the remaining term of the PBC election year, and further, that the PBC will be asked to ratify this appointment at its next general meeting.

Motion CARRIED.**VOTES**

Yes : 5

No: 0

Abs: 0

Inv: 0



PRINCIPAL BODY CORPORATE (PBC) – RESIGNATION OF CHAIRPERSON AND ORDINARY PBC EXECUTIVE COMMITTEE (EC) MEMBER - POLICY

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.



PRINCIPAL BODY CORPORATE (PBC) – RESIGNATION OF CHAIRPERSON AND ORDINARY PBC EXECUTIVE COMMITTEE (EC) MEMBER - POLICY

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.



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212

Date of Meeting: Monday, 3 November 2025

Meeting chaired by: Mr John Venn

Meeting Start Time: 9:02am **Finish Time:** 9:27am

Attendance

The following Committee members were present in person at the meeting:

Chairperson Mr John Venn (JV)
Ordinary Mr Craig Eccles (CE)

The following Committee members were present by Proxy:

Ordinary Mr Paul Lynam (PL) to Mr John Venn

Present by Invitation:

Non - Voting Mr Michael Jullian (MJ) Executive Architect
Non - Voting Mrs Caitlin Coombridge (CC) Building Approvals Manager

Apologies

Ordinary Mr Peter Ginn (PG)
Ordinary Mr Stuart Shakespeare (SS)

Conflict of Interest

No

Meeting Recorded

No

BUSINESS ARISING

4.2 7352 Marine Drive East – Review of Amended Plans

The Committee reviewed the correspondence and amended plans submitted by the owner and resolved as follows:

1. **Lot Coverage** – relaxation approved to 50% (from 45%);
2. **Basement** – amendments appear to comply with previously identified non-compliant item; and
3. **Zero Line Lot** – amendments appear to comply with previously identified non-compliant item.

4.3 Harbourside Terraces - Air Conditioning Units

The Committee discussed the matter raised by the owner of 5640 Harbour Terrace regarding the installation of new air conditioning units within *Harbourside Terraces*. Following consultation with owners within the precinct and a review of previous approvals, the Committee determined that replacement units must continue to be installed in the existing location above the garage. No alternative locations will be deemed compliant at this time.

MOTIONS

1 ARC Minutes of Previous Meeting

CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 7 October 2025, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles			X
Paul Lynam	X		

Yes	2
No	0
Abstain	1

2	5009 St Andrews Terrace, Lot 87 Livingstonia	CARRIED
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Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Florida Room application at 5009 St Andrews Terrace be approved by the Principal Body Corporate (PBC) subject to the following items being incorporated into an amended set of plans:

Yes	3
No	0
Abstain	0

1. Balcony balustrades are not to be altered, in accordance with Character Zone 11 By-Law 2.
2. Support posts are to be increased from 65mm to 100mm and painted in the approved colour Woodland Grey.
3. Downpipe location and shape to be clearly shown.
4. Boundary information to be included.
5. Stormwater connection details to be provided.
6. Roof height above finished floor level to be indicated.
7. Roof beam depth to be 300mm.
8. Roof beam height above floor to be indicated.
9. Overhangs must not extend any further than 280mm beyond the front edge of the balcony floor slab and must not extend at all beyond the face of the external wall.
10. Roof to have parapet sides, and upper fascia beam designed to achieve a *quasi parapet* appearance, noting it will not match the profile of other roof installations.

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

3	5336 Marine Drive North, Lot 98 Roystonia	CARRIED
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Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Patio/Screened Enclosure application at 5336 Marine Drive North be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fences** – pool fence compliance certificate required upon completion of works;
2. **Exterior Finish & Colours** – to match existing colours;
3. **Fascia, Trim, Exposed Metalwork & Colour** – to match existing colours;
4. **Roof of Principal Structure and Secondary Structures** – to match existing colours;
5. **Stormwater Connection** – to be connected to existing system; and
6. **Side Boundary Extension** – must be fire rated as it extends from Principal Structure.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

1. **Lot Coverage** – approved at 40.17%; and
2. **Flor Space Ratio** – approved with 6.5sqm increase

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

4 4620 The Parkway, Lot 10 Bauhinia

CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Major Alterations application at 4620 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

Yes	3
No	0
Abstain	0

1. **Driveway Finish** – material to remain as per existing finish;
2. **Driveways** – existing driveway configuration to remain. The proposed combination of three driveways into two is not supported. Amended plans required showing no change to the driveway configuration;
3. **Rear Patio Roof** – proposed roof extension facing the harbour has a skillion roof. To be amended on revised plan to match existing flat roof profile;
4. **Entry Link Roof** – proposed roof over entry link to match garage roof profile is not compliant. Amended plans required showing a pitched gatehouse roof profile to match entry link roof.
5. **Exterior Finish & Colours** – to match existing colours;
6. **Fascia, Trim, Exposed Metalwork & Colour** – to match existing colours;
7. **Stormwater Connection** – to be connected to existing system.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxations:

1. **Lot Coverage** – approved at 41%
2. **Garage Extension** – approved at 7.18m

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

5	5290/5292 Marine Drive North, Lot 127/128 Roystonia	CARRIED
----------	--	----------------

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Patio/BBQ Awning application at 5290/5292 Marine Drive North be approved by the Principal Body Corporate (PBC) subject to:

1. Exterior Colours – to match existing; and
2. Stormwater – must connect to a legal point of discharge.

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

6	ARC Chairperson / Building Approvals Officer recommendations – ending 27 October 2025	CARRIED
----------	--	----------------

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee notes and accepts the following applications recommended for approval by the Principal Body Corporate as submitted by the ARC Chairperson and Building Approvals Officer for the period ending 27 October 2025.

1. **7108/7110 Marine Drive East, Lot 75 & 76 Plumeria**
Application for Exterior Roof Colour Change

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

7	ARC Recommendation to the PBC – 3 November 2025	CARRIED
----------	--	----------------

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 3 November 2025.

Yes	3
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Craig Eccles	X		
Paul Lynam	X		

OTHER MATTERS/GENERAL BUSINESS

6.1 2026 ARC Meeting Schedule

The proposed meeting schedule was reviewed by the Committee and approved with no amendments required. It was agreed that CC will send calendar invites to all Committee Members and the Executive Architect.

Name of voter: _____

Signature of voter: _____ Date: _____

**CORRESPONDENCE
FOR INFORMATION**



29th October 2025

Mr Dale & Mrs Robyn Fandrich
8013 [REDACTED]
SANCTUARY COVE QLD 4212
Transmission via email: [REDACTED]

Dear Resident,

REQUEST FOR REMOVAL OF LEOPARD TREE

PROPERTY: 8013 [REDACTED]

We are writing to advise you of the outcome of your request for the PBC to remove the leopard tree outside your property on Secondary Thoroughfare.

While the minutes from the PBC Executive Committee meeting held on 16 October 2025 at 9:00am are pending finalisation and approval, we can confirm that the Committee resolved to decline your request for the removal of the tree.

Should you have any questions or wish to discuss this matter further, please contact the office on (07) 5500 3333 or via email at pbcc@scove.com.au.

For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited



29th October 2025

Mr Paul Shewen
8009 [REDACTED]
SANCTUARY COVE QLD 4212
Transmission via email: [REDACTED]

Dear Resident,

REQUEST FOR MODIFICATION TO STORMWATER INLET
PROPERTY: 8009 [REDACTED]

We are writing to advise you of the outcome of your request for the PBC to fund works to modify the stormwater inlet located at the end of your driveway.

While the minutes from the PBC Executive Committee meeting held on 16 October 2025 at 9:00am are pending finalisation and approval, we can confirm that the Committee resolved to decline your request. This decision was made on the basis that the proposed works do not appear to be required at this stage.

Should you have any questions or wish to discuss this matter further, please contact the office on (07) 5500 3333 or via email at pbcs@scove.com.au.

For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

A handwritten signature in black ink, reading 'J Syrett'.

Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited



29th October 2025

Mr Ainsley & Mrs Patricia Hewitt
5939 [REDACTED]
SANCTUARY COVE QLD 4212
Transmission via email: [REDACTED]

Dear Resident,

REQUEST FOR REMOVAL OF FOREST RED GUM

PROPERTY: 5939 [REDACTED]

We are writing to advise you of the outcome of your request for the PBC to remove the forest red gum tree outside your property on Secondary Thoroughfare.

While the minutes from the PBC Executive Committee meeting held on 16 October 2025 at 9:00am are pending finalisation and approval, we can confirm that the Committee resolved to decline your request for the removal of the tree, due to the arborist report confirming the tree is sound.

Should you have any questions or wish to discuss this matter further, please contact the office on (07) 5500 3333 or via email at pbcs@scove.com.au.

For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited



29th October 2025

Mr Chun-Chieh Chen
1821 [REDACTED]
SANCTUARY COVE QLD 4212
Transmission via email: [REDACTED]

Dear Resident,

BY-LAW COMPLIANCE ADVICE: RZABL 3.1 Repair & Maintenance
PROPERTY: 1821 [REDACTED]

We are writing to advise you of the direction of the PBC Executive Committee regarding a breach of By-Law RZABL 3.1 – *Repair & Maintenance*.

By-Law RZABL 3.1 states:

Every Resident must:

(c) maintain in good condition and repair, and where necessary replace or renew, all yard landscaping, irrigation facilities, drainage facilities, spas and fountains located on the Lot.

While the minutes from the PBC Executive Committee meeting held on 16 October 2025 at 9:00am are pending finalisation and approval, we can confirm that the Committee directed the Manager of Body Corporate to advise that the Lot must be kept in a clean and tidy condition and regularly mowed.

Should you wish for Facilities to provide a quotation to remove the materials and undertake mowing, please advise, and we will arrange for someone to contact you.

The PBC requests that this action be completed within two (2) weeks of the date of this letter. If the matter remains unresolved, the next step to ensure compliance will be to submit an application to the Referee.

If you have any questions or wish to discuss this matter further, please contact the office on (07) 5500 3333 or via email at pbcs@scove.com.au



For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

J Syrett
Jodie Syrett

Manager of Body Corporate
Sanctuary Cove Community Services Limited



NOTICE OF BODY CORPORATE UNDER SECTION 24
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: The Secretary
SANCTUARY COVE PRINCIPAL BODY CORPORATE
C/- Sanctuary Cove Body Corporate Services Pty Ltd
PO Box 15
Sanctuary Cove Qld 4212

FROM: Felicia GTP 107128

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Felicia GTP 107128 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR MALCOLM JACKMAN

Dated: 1 November 2025

4 November 2025

Dear PBC Executive Committee Members

Subject: Bluetooth Gate Access – Gallagher Mobile-Connect

Further to Item 3 in the October PBC Executive Committee Minutes regarding the potential for app-based access to the Jabiru Toilet Block, please find below an updated summary of the existing Bluetooth gate access system currently in use across the Resort.

Bluetooth gate access is managed through the Gallagher Mobile-Connect app, which was introduced in December 2018. The Security Department maintains the system under its agreement with Secure Access System (SAS) with the following breakdown:

- Security manages up to 308 mobile credentials with a SAS charge: \$345.68 (ex GST).
- Credential costs and income sit within the Security budget.
Annual fees: Owners \$15.00, Tenants \$30.00.
- Current Usage:
230 issued; 219 active.
- Of the 219 active mobile credentials:
 - 206 x residents (180 Lot Owners, 26 Tenants)
 - 13 x employees

This information is provided for the Committee's reference in considering any future expansion of app-based or card-reader access points within PBC - managed facilities.

Kind Regards,



Cassie McAuliffe
General Manager

From: [Jodie Syrett](#)
To: [Bronte Sullivan](#)
Cc:
Subject: Secondary Thoroughfare by-law changes
Date: Thursday, 6 November 2025 10:48:00 AM
Attachments: [Secondary Thoroughfare By-Laws 2025.10.03.PDF](#)

Dear Resident,

The Principal Body Corporate has passed a motion approving amendments to the Secondary Thoroughfare by-laws, which were formally gazetted.

*Please take the time to read and familiarise yourself with the attached by-law, as significant changes were made regarding **parking** and **dogs off leashes**.*

*Effective **1 December 2025**, Security will issue parking tickets to vehicles parked overnight in visitor car parks, on Secondary Thoroughfare verges, or on the street.*

Repeated breaches of this by-law may result in your Licence Plate Recognition (LPR) access being temporarily deactivated. Continued non-compliance may lead to a referee application being pursued to enforce adherence to the by-laws.

Your cooperation helps maintain safety, amenity, and fairness for all residents within the Sanctuary Cove community.

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



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From: Jodie Syrett
To: Derek Glinka
Subject: FW: The Parkway new road construction
Date: Thursday, 6 November 2025 1:51:00 PM
Attachments: image001.png

From: Jeff Ray
Sent: Wednesday, 5 November 2025 4:12 PM
To: Barry Teeling ; Shany Fox **Subject:** The Parkway new road construction

Attached,

The new pavement started at the new village gates and is progressing well to the east.

FYI Golding has successfully diverted the 'wayward' comms conduit so they can install the stormwater road crossing culverts (under way).

Regards,

Jeff Ray

Civil Project Manager / Mulpha Developments / Mulpha Australia Limited.



OFFICE Jabiru House, P.O. Box 199, Sanctuary Cove, QLD, 4212
PHONE +61 7 5577 6171 MOBILE +61 4 1609 5077
EMAIL jray@mulpha.com.au

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Village Gate Update



Special Resolution information – PBC EGM November

A **Special Resolution** requires a higher voting threshold than an ordinary resolution. Specifically, a two-thirds majority of votes cast, and is typically used for more significant matters such as by-law amendments, property dealings, or financial decisions beyond routine management.

Examples are:

1. **Amending or repealing by-laws** – Any proposal to create, amend, or repeal a body corporate by-law must be approved by Special Resolution.
2. **Granting exclusive use of common property** – Allocating an area of common property (e.g. a car park space, courtyard, or garden area) for the exclusive use of a particular lot owner.
3. **Authorising significant improvements or changes to common property** – For example, constructing or approving permanent structures, or materially altering the use of common property.
4. **Entering into long-term agreements** – Such as leases, licences, or contracts that extend beyond the current financial year, or materially affect the body corporate's financial commitments.
5. **Approving significant financial transactions** – Including investment directions, large-scale maintenance projects, or expenditure exceeding the usual delegated authority.

Essentially, a **Special Resolution** is required when the decision has lasting implications on the scheme's governance, finances, or property rights, anything beyond routine operational management.

CORRESPONDENCE FOR ACTION

From: [PBC](#)
To: [Brian Earp](#); [Derek Glinka](#); [dianneontheqc](#); [Paul Kernaghan](#); [Stuart Shakespeare](#); [tmcginty52](#)
Cc: [Cassie McAuliffe](#); [Brogan Watling](#); [Jodie Syrett](#)
Subject: Buttner additional camera approval
Date: Monday, 27 October 2025 2:21:00 PM
Attachments: [image001.png](#)
[4638 Security Camera Approval.pdf](#)

Good afternoon PBC EC,

Robert from Lot 4638 has provided the below correspondence regarding the camera that Mr Leslie had raised concerns about. This camera was inadvertently omitted from the original approval sought from Mr Buttner.

Robert is now requesting formal approval from the PBC to align with the previous approval issued on 29 May 2025 (attached). Would you like me to add this to 'Corro for Action' for the next PBC EC meeting, or would you like to approve it based on the below information and previous approval?

1. **CCTV camera** - in our previous correspondence to the PBC we specified all cameras on the western side of our boundary and in respect to those cameras that allegedly look onto 4636 The Parkway. The camera that was not mentioned is on the north facing waterside of our property; this camera was installed for the sole purpose of viewing our pontoon and boat. This camera has never been programmed or will not be used to view any other person's property as witnessed by the Security Supervisor during his commissioning inspection and also by Mr Stuart Shakespeare during his recent visit. The details of this camera are HikVision
HIK-DS-2DE4225IW-DE-HIKVISIONPTZMini,2MP.

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



From: [robert.nolan](#)
To: [Jodie Syrett](#); [RBC - Colvillia](#)
Subject: Colvillia Christmas Party
Date: Thursday, 30 October 2025 6:03:56 PM

Caution! This message was sent from outside your organization.

Hi Jodie

Can you please pass this to the PBC Chair.

Each year we hold a Christmas party at Colvillia Park and we are planning for a December 4 Christmas party this year that will be open to all Colvillia residents. This party will be from 4 to 6 pm and will be managed by the Colvillia Committee.

Last year the PBC imposed a number of conditions, and we are happy to comply with those again this year.

Kind regards
Robert

From: mark@markwinfield.com
To: [PBC](#)
Subject: RE: Christmas Get-together - dogs and owners - Paul Toose Park December 12th
Date: Friday, 31 October 2025 3:41:22 PM

Dear PBC,

As you know, the dog owners that frequent the open oval area at Paul Toose Park each afternoon hold an annual get-together at Christmas for themselves and the dogs. Once again, they propose to hold this event on the Friday 12th December from 3.00pm to 6.00pm

Unlike other years, this will be a more low-key event comprising only residents bringing some food and drinks for a Christmas celebration together. They will of course bring their dogs.

They have been advised that dogs must be tethered on leash at all times and wear relevant GCCC dog registration. Furthermore, not create undue disturbance to neighbouring properties.

The residents will ensure the park is left clean and tidy.

This email serves to ask the PBC (PTBC land) officially for permission to hold this event in this location.

I have been asked by the group to seek and coordinate such approval.

That said, I am not in a position to provide the PBC with undertakings beyond communicating the PBC's wishes to the group of dog owners, which I will do.

Only Sanctuary Cove residents are welcome.

Security is welcome to attend as they wish to ensure compliance in terms of the legal requirements stated above and well as quiet enjoyment for all.

I look forward to your acknowledgement and approval.

Kind regards

Mark Winfield
Resident and Dog owner.



<insert date of letter>

Mr M & Mrs B Wood
7110 Marine Drive East
SANCTUARY COVE QLD 4212
Transmission via email: [REDACTED]

Dear Michael and Belinda,

RE: PROPOSED PATIO/SCREENED ENCLOSURE WORKS
[REDACTED]

Further to our meeting on 30 September 2025, please be advised that the matter was discussed with the Architectural Review Committee (ARC) at their meeting on 7 October 2025, and thereafter by the Principal Body Corporate (PBC).

The Lot Coverage (LC) and Floor Space Ratio (FSR) requirements set out in the Development Control By-Laws (**DCBLs**) that apply to your lot (Precinct 4), do not permit the development work you have requested to undertake. That is because the properties located between 7100–7138 Marine Drive East have smaller lot sizes so the principal structures consume a significant portion of the land. This could be amended through a revision to the DCBLs. However, that exercise will take some time (likely over 12 months) and will require the approval of the PBC in general meeting.

Accordingly, the PBC has considered your application against DCBL 3.11.2 which provides:

- 3.11.2** *An application for Development Work that is not fully compliant with these By-Laws is non-notifiable where the PBC is satisfied that:*
- (a) any adverse effects from the proposed relaxation of the By-Laws are no more than minor; and*
 - (b) any affected persons (usually neighbours) have agreed in writing to the proposed relaxation of the By-Laws.*

The ARC and PBC are satisfied that the proposed relaxation of LC and FSR (being LC: from 40% to 47.2% and FSR: from 60% to 65.41%) will not adversely affect your neighbours. The PBC has sought your neighbour's approval in writing to the proposed development works and they have also agreed to the relaxation of the DCBLs with respect to LC and FSR.

Accordingly, we are pleased to advise that the proposed patio/screened enclosure works, as detailed below, have been approved:

- Ground Engineering Consultants job J2025/01/16, drawings 1–2; and
- Bandera Patios job O1050849, pages 1–11 dated 10.12.24.



This approval is subject to the following conditions:

- The works are to be constructed in accordance with the approved plans.
- All external finishes and colours are to match or complement the existing dwelling.
- Any variation to the approved plans must be resubmitted to the ARC for review and approval prior to implementation.

GENERAL CONDITIONS

Compliance with the attached Site Entry Conditions is required. Failure to comply with these rules at any time may result in the revocation of this approval and other remedies including refusing to admit workers to the residential zones to access this work site.

If we become aware that any other aspect of the works not identified above does not comply with the by-laws, we reserve our rights to amend the terms of this approval so that the works conform to the by-laws.

NEXT STEPS

You are not permitted to commence work on site until:

- A signed copy of this Notice has been lodged.
- A \$4,000.00 Compliance Agreement Fee has been paid to the PBC.
- The PBC issue stamped approved PBC plans to you.
- A copy of these stamped and approved plans has been certified by your Building Certifier and returned to the PBC.
- Copies of insurance and QBCC certificates have been lodged with the PBC.
- A notice of commencement and Building Approval Number (BAN) have been issued to you by the PBC.

COMPLETION OF WORKS

Thereafter, the works may be inspected from time to time by the PBC or its representatives for evidence of compliance with this approval.

Once the works are completed you must provide to the PBC:

- a notice of completion.
- a copy of a Final Certificates of Classification/Certification.

The by-laws and any approval given under them do not detract from your responsibility to meet any obligations you have under local, state or federal law.



We appreciate your cooperation and look forward to the successful completion of your project.
Should you have any queries, please do not hesitate to contact our office on 5500 3333.

For and on behalf of
Sanctuary Cove Principal Body Corporate

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

.....
Applicant Name & Signature



<insert date of issue>

Mr D & Mrs L Hull

7108 [REDACTED]

SANCTUARY COVE QLD 4212

Transmission via email: [REDACTED]

Dear David and Linda,

RE: PROPOSED ALTERATIONS/ADDITIONS

7110 [REDACTED]

Further to our meeting on 30 September 2025, please be advised that the matter was discussed with the Architectural Review Committee (ARC) at their meeting on 7 October 2025, and thereafter by the Principal Body Corporate (PBC).

The Lot Coverage (LC) and Floor Space Ratio (FSR) requirements set out in the Development Control By-Laws (DCBLs) that apply to your lot (Precinct 4), do not permit the development work you have requested to undertake. That is because the properties located between 7100–7138 Marine Drive East have smaller lot sizes so the principal structures consume a significant portion of the land. This could be amended through a revision to the DCBLs. However, that exercise will take some time (likely over 12 months) and will require the approval of the PBC in general meeting.

Accordingly, the PBC has considered your application against DCBL 3.11.2 which provides:

- 3.11.2** *An application for Development Work that is not fully compliant with these By-Laws is non-notifiable where the PBC is satisfied that:*
- (a) any adverse effects from the proposed relaxation of the By-Laws are no more than minor; and*
 - (b) any affected persons (usually neighbours) have agreed in writing to the proposed relaxation of the By-Laws.*

The ARC and PBC are satisfied that the proposed relaxation of LC and FSR (being LC: from 40% to 50.2% and FSR: from 66.9% to 65.41%) will not adversely affect your neighbours. The PBC has sought your neighbour's approval in writing to the proposed development works and they have also agreed to the relaxation of the DCBLs with respect to LC and FSR.

Accordingly, as referenced in the Decision Notice dated 14 November 2024, please amend the plans previously submitted (dated 10.10.24) and provide revised drawings for assessment by the ARC addressing the following items:

- 1. Rear Building Line** – Not compliant at 5.487 meters, amended plans must have a minimum setback of 6m.



2. **Fences** - Neighbour comments are required for the 4.3m long by 1.4m high extension of side fence between duplexes. ARC will contact the neighbours for their comments.
3. **Permitted Within 1.5m Of Revetment Wall** – No works are permitted within 1.5m of the revetment wall.
4. **Stormwater Connection** – Stormwater is required to be connected to a legal point of discharge.
5. **General Restrictions** – Works must comply with By-Law 2.21.
6. **Side Boundary Fence Extension** – Must be fire rated as it extends from principal structure.

Your current application remains under review pending submission of the amended documentation. Please provide the above information by 7 November 2025 to allow your amended application to be considered at the December ARC meeting.

Should you have any queries, please do not hesitate to contact our office on 5500 3333.

For and on behalf of
Sanctuary Cove Principal Body Corporate

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

REPORTS FOR INFORMATION



OPERATIONS REPORT – OCTOBER 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
Oct	Fire	General	Panic	Total					
YTD 2025	817	1856	599	3272	145	288	1279	2255	222
YTD 2024	711	1850	560	3121	147	244	1193	2719	372

Valet Services (October 2025 – YTD 2025)

	October 2025		October 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	18	\$144.00	17	\$136.00	180	\$1,440.00
Long Term Rental	7	\$900.00	7	\$1,050.00	87	\$10,850.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	17	\$646.00	2	\$76.00	79	\$3,023.00
Other	1	\$38.00	3	\$114.00	42	\$1,617.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	5	\$1,375.00	12	\$3,300.00	64	\$18,029.00
Total	48	\$3,103.00	41	\$4,676.00	453	\$35,209.00

Key Performance Objectives

<p>Specific Monthly KPO's:</p> <ul style="list-style-type: none"> ➤ Review CCTV cameras approved for Stage 2 Security Technology. ➤ Prepare proposal to upgrade Gate Intercoms <p>Ongoing Monthly KPOs:</p> <ul style="list-style-type: none"> ➤ Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month. ➤ Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete 	<p>Stage 3 CCTV – costing and planning is being reviewed for 2025/26 budget</p> <p>Intercom proposal has been approved.</p> <p>Items Actioned – refer to statistics.</p>
---	--



building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels.

- Attend to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults and liaise with owners to rectify, forward non-compliance to Body Corporate
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide a monthly statistic in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistic in Security Report.
- Short- and Long-Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistics in the Security Report.
- Measure Valet Services and provide monthly statistic in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attend and contribute to senior management meetings and planning.

Residential Zone Activity By-Laws – Issue of Vehicle Parking Reminder Notices

In October there were 175 Parking Infringement "Reminder Notices" issued, compared to 266 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.



RBC	No of Breaches	<i>Previous Year</i>	RBC	No of Breaches	<i>Previous Year</i>
Ardisia	19	45	Darwinia	5	6
Cassia	16	8	Fushcia	5	2
Zieria	15	31	Washingtonia	5	15
Alpinia	12	20	Araucaria	3	4
Schotia Island	11	13	Adelia	2	1
Felicia	10	5	Boat Ramp	2	0
Plumeria	10	14	Woodsia	2	0
Tristania	10	29	Banksia Lakes	1	6
Harpullia	9	4	Colvillia	1	4
Alphitonia	8	1	Roystonia	1	22
Caladenia	8	6	Admin	0	5
Acacia	7	7	Bauhinia	0	3
Alyxia	7	6			
Molinia	6	9			
	148	198		27	68

Speed Sign/Camera

11 speed breaches were detected. Four vehicles were identified as residents with the others being contractors or visitors.

We are currently investigating alternative options to the Motorola L6Q Speed Camera. These options include other dedicated speed camera systems as well as software-based solutions that use live-stream video footage integrated with third-party applications to detect vehicle speeds.

One promising avenue is the utilisation of our existing camera infrastructure, which could significantly reduce overall costs by minimising the need for new hardware purchases.

We previously engaged with IntuVision, who provided sample output using our current security cameras. However, the results did not meet our expectations or performance requirements.

Recently, we met with Adaptive Recognition to evaluate their speed camera offering. While the system demonstrated some useful capabilities, the overall performance and results were not as strong as anticipated.

We will continue exploring alternative solutions before making a final decision regarding the Motorola L6Q or another suitable product.



Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59 Km/h	60- 69 km/h	70 + km/h	Total Stats
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	393,685	90,307	15,505	2,830	472	100	502,899
YTD 2025	426,788	89,098	14,461	3,007	508	131	533,993
Total	1,188,049	262,992	45,724	8,625	1,475	326	1,507,191
% Current YTD	79.92%	16.69%	2.72%	0.56%	0.09%	0.02%	100.0%

Aug 2025	37,211	6,540	1,219	146	36	23	45,175
Sep 2025	41,941	8,567	1,548	282	63	8	52,409
Oct 2025	30,173	5,803	1,130	210	36	6	37,358
% Current MM	80.77%	15.53%	3.03%	0.56%	0.09%	0.02%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	58	19.10.25	1430 hrs
2204 The Parkway	76	11.10.25	2130 hrs

Operational

Security attended to 31 incidents for the month – 18 General and 13 Medical.

Eighteen (18) General Incidents:

a) Seven (7) were Person related including:

1. Res allowed contractors to start work early
2. Domestic argument between a couple
3. Security Officer slip and fall injury at work
4. Drunk male in Village escorted safely back to hotel
5. Suspicious male on balcony of hotel room ran off and not located
6. Suspicious male seen near Pines Gate seen leaving while Security searched for him
7. Male who climbed through gate near Facilities Compound

b) Eight (8) were Vehicle related including:

1. Resident vehicle hit 2 parked cars
2. Contractor vehicle reversed into another vehicle at a gate
3. First rental breach for parking breaches on PBC road



4. Ford ute hit a parked car causing damage and left scene
5. Contractor vehicle tailgated and hit the boom
6. Contractor vehicle drove into the boom before it lifted
7. Vehicle pursued by QPS located in Bravo carpark and towed

c) Three (3) were Property related including:

1. Fire near the loading bay at IGA
2. Fire alarm at IGA
3. PIR alarm at Mulpha show room

Thirteen (13) Medical incidents:

1. Two patients with chest pain and shortness of breath.
2. Self-harm incident.
3. Semi-conscious patient with history of stroke.
4. Two unwell patients, including one collapse at Security Roundhouse.
5. Severe migraine episode.
6. Five trip-and-fall incidents at residences.
7. Severe pain reported following medical procedure.

Security assisted 11 residents and 2 visitors, with 11 patients transported to hospital.

50 Complaints were received:

	Oct 2025	Sep 2025	August 2025	July 2025
Residents	26	25	25	24
Subject not located	10	8	3	5
Rentals	11	3	4	9
Marina/Village/BCorp	3	1	4	2
TOTAL	50	37	36	40

Marine Patrols

There were 592 patrols of Marine Zones 1-5 by Eden (including transit between zones).

- a) Haven was deployed on 13 dayshifts and 14 nightshifts.
- b) Eden was deployed on 18 dayshifts and 7 nightshifts.

The secondary motor trim switch has been installed to the rear of Haven.



October 2025	Haven	Eden	Totals
Zone1/Harbour 1	96	69	165
Zone 2/Harbour 2	55	65	120
Zone 3/Harbour 3	55	67	122
Zone 4/Harbour 4	38	70	108
Zone 5/Roystonia	39	38	77
Total Patrols	283	309	592
Day Patrols	13	18	31
Night Patrols	14	7	21

There were 25 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) All 25 incidents were related to fishing activities and were moved on without incident:
- 9 from a Marina pier
 - 6 from a Private Harbour and Lake
 - 4 from the 22 Ton Bridge and The Pines
 - 6 from Boulevard Bridge and Memorial Lake

Visitor Management System and License Plate Recognition

	02/10/2025	03/11/2025
Residents registered with LPR	1,145	1,149
Total not registered with LPR	322	318
Total Lots	1,467	1,467
Resident vehicles/buggies LPR	5,476	5,094
Permanent visitor vehicles LPR	4,987	5,562
Total Vehicles	10,463	10,656
Residents registered VMS Portal	439	441
Res/Builder/multiuser same house	97	98
Number of VMS entries	1775	1779



Total Number of Body Corporate Owners: 1467 (as at 26.08.25).

LPR (License Plate Recognition) Registration by Residents: Increase by 4 to 1149 or 78% of resident homes.

VMS (Visitor Management System) Portal Registration: Increased by 2 to 441.

Active Users on VMS Portal: Increased by 1 to 98 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 4 to 1,779.

LPR Technology Update

Under the current LPR fault criteria, a vehicle is considered to have a fault if it is registered in the LPR database, stops correctly at the designated read point, but its license plate is not read. These faults are reviewed by Security and corrected in the software where possible. If required, they are escalated to the service provider for further investigation.

Staff have reported no LPR issues for this month.

Workplace Health and Safety

Next meeting has been rescheduled to the second week of November 2025.

Scheduled Works

The Village Gate remains closed to traffic for upgrade works and is scheduled to reopen in December 2025.

Staff

Negotiation of the Enterprise Bargaining Agreement is ongoing.

Mike Telea

4 November 2025.



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson within 14 business days.	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 14 business days post meeting.	Complete
	➤ Extranet / portal content management – Minutes & Agendas	Complete
	➤ Minimum 2 site compliance inspections each week to inc real estate and building compliance.	Complete
	➤ ARC Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson as soon as practical to for PBC EC approval.	Complete
	➤ Body Corporate Manager site BUP inspection quarterly.	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident.	Complete
	➤ PBC EC Nomination process closed.	Complete
	➤ RBC Nomination process for Committees to commence, letters to be distributed end of Nov for February AGMs	Commenced

Additional BCS Operations

1. **Building Works** – Inspections are conducted weekly by BCS and daily by the Security Services Team.
2. **Compliance** – Weekly inspections are conducted, with reports forwarded to the PBC EC to prompt further action in cases involving three or more breaches. In October 2025, a total of thirteen (13) breach letters were issued for RZABL compliance, sixty-eight (68) breach letters were issued for parking compliance, and four (4) breach letters were issued for Alarm compliance.
3. **Website Access** – Please refer to the website www.oursanctuarycove.com.au for all current information instead of SharePoint. If you are having trouble logging in, please reach out to enquiries@scove.com.au.
4. **Regular Training** – The Body Corporate team has commenced monthly training sessions in collaboration with the Strata Community Association to ensure continued professional development and awareness of current industry standards and regulatory updates. Body Corporate Managers will complete two online webinars:
 - *Common Property Occupation - completed*
 - *Essentials for Your Committee Minutes*
5. **PBC EC Nomination** – Nominations closed Friday 31st October 2025 at 4pm, thank you for everyone who nominated.
6. **BC Team Update** – Recruitment is currently underway for the Compliance/Building Approvals Officer position. The aim is to have the role filled and the new team member onboarded prior to the end of the year.

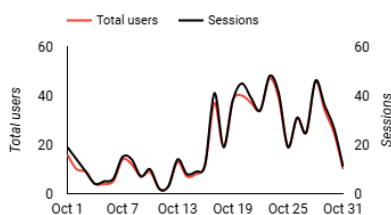
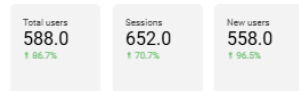


Website Traffic Overview – October 2025

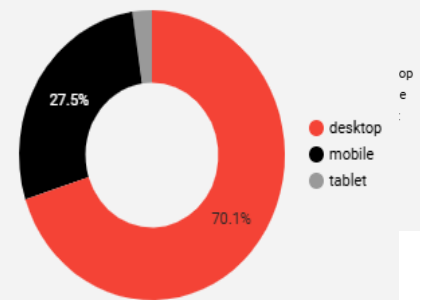
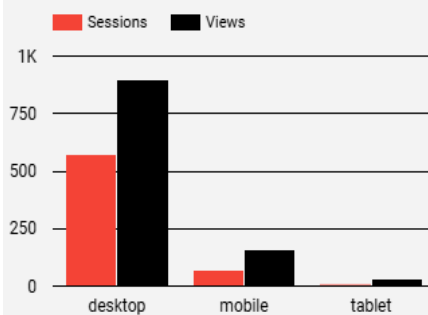
The graphs below provide a snapshot of the website activity throughout October 2025, highlighting total user numbers and session counts. Additionally, you'll find a breakdown of how users are accessing the site (whether by desktop, mobile, or tablet) offering valuable insight into user behaviour and device preferences.

Users & Sessions

Users, sessions & new users



Device Performance



Legal Expenses

Legal Subject	Reason for Legal	2024/2025 Committed
Chambers Russell	QCAT Buttner & Cost assessment	12,969.00
Chambers Russell	Advice of FTTH	13,579.50
Chambers Russell	Admin & Facilities Agreements	1,930.50
Cooper Grace Ward	Land Tax	8,838.17
Colin Biggers & Paisley	HydroVision	23,131.57
Total		60,448.74
Budget		63,660.00
Balance Uncommitted		3,211.26



FACILITIES SERVICES - OPERATIONS REPORT – OCTOBER 2025

After Hours call outs (Inhouse)

Date	PBC Emergency Repair
01/10/2025	Pump Station 24 – Hydraulic fault, pump failed
08/10/2025	Pump station 22- Blockage located in both pumps.
19/10/2025	Pump station 22- Blockage located in pump. Email sent to residents reminding them of correct disposal practices

Contracts Subcommittee – N/A

Contractor Six (6) Monthly Review

Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping					✓							✓
Landscaping					✓							✓
Waste and Recycling					✓							✓

Cleanaway: Service delivery remains reliable, with daily calls helping to reduce rectification timeframes for missed bins. However, a recent increase in property and infrastructure damage was noted. The Facilities Manager has advised the need for improved communication and follow-up and requested that Cleanaway undertake an internal process review. A response outlining the review outcome is currently pending.

Solutions +: Noticeable improvement in overall site quality and presentation. The team has been proactive during hot conditions and adaptable in reallocating staff to other tasks/activities. Improvement noted re: communication with the onsite Facilities team for reporting issues or hazards.

SPS: Consistently high standard of work with strong communication and flexibility in scheduling.

Contractor Key Performance Indicators



Landscape Solutions	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Quality of Standard - 11/11	9	10	10	9	9	10
2. Complaint/Compliment - Maximum of 5 complaints per month	1	0	0	0	0	0
3. Response and Repair timeframes (Work Requests)						
P1	100%	100%	100%	100%	100%	100%
P2	0%	100%	100%	100%	100%	100%
P3	72%	67%	50%	38%	57%	32%
4 Document Compliance	100%	100%	100%	100%	100%	100%
5 Reporting	100%	100%	100%	100%	100%	100%
SPS	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Complaint/Compliment - Maximum of 1 complaints per month	0	0	0	0	0	2
2. Schedule of Works	100%	100%	100%	100%	100%	100%
3. Document Compliance	100%	100%	100%	100%	100%	100%
4. Reporting	100%	100%	100%	100%	100%	100%
Cleanaway	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	0	5	7	10	0	11
2. Complaint/Compliment - Maximum of 3 complaints per month	5	0	1	0	0	0
3. Schedule	100%	100%	100%	100%	100%	100%
4. Document Compliance	100%	100%	100%	100%	100%	100%
5. Reporting	100%	100%	100%	100%	100%	100%

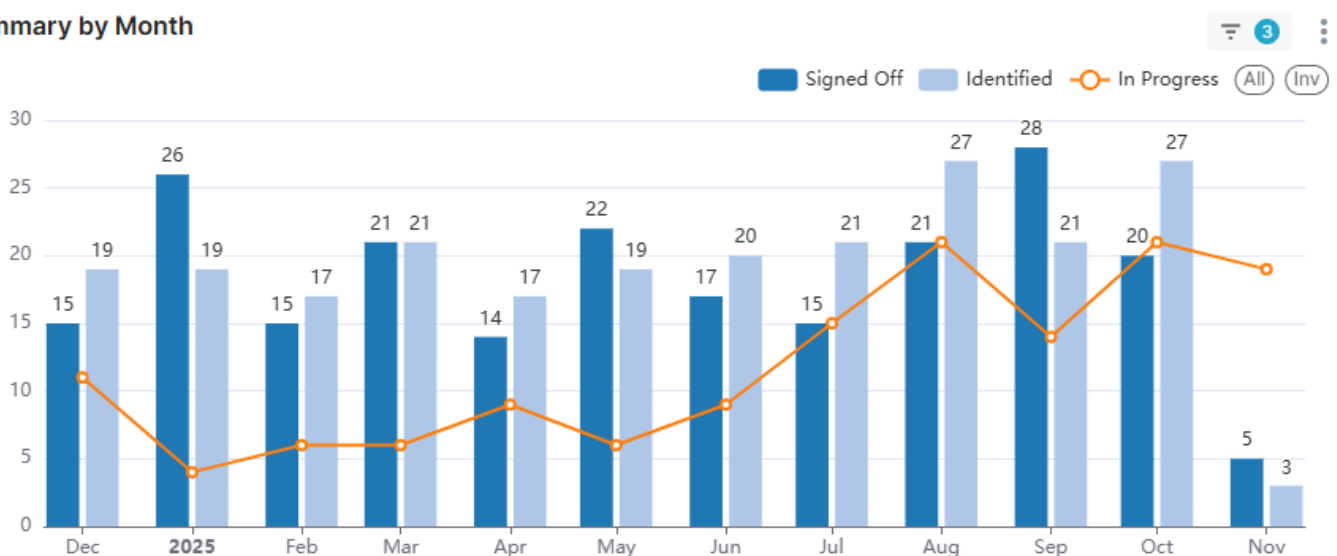
Hazard Identification/Reporting

A total of 27 hazards were raised during the month, with actions primarily generated through hazard reports (12), followed by other sources (11) and workplace inspections (4).

The most common hazard type was Slip, Trip and Fall incidents (13), continuing to be the leading risk category across site activities. Other reported hazards included Traffic Management (4), Animal interactions (2), Cuts (1), and Other (2) general issues.

Continued focus will be placed on reducing slip and trip incidents through regular inspections, and increased awareness across high-use areas.

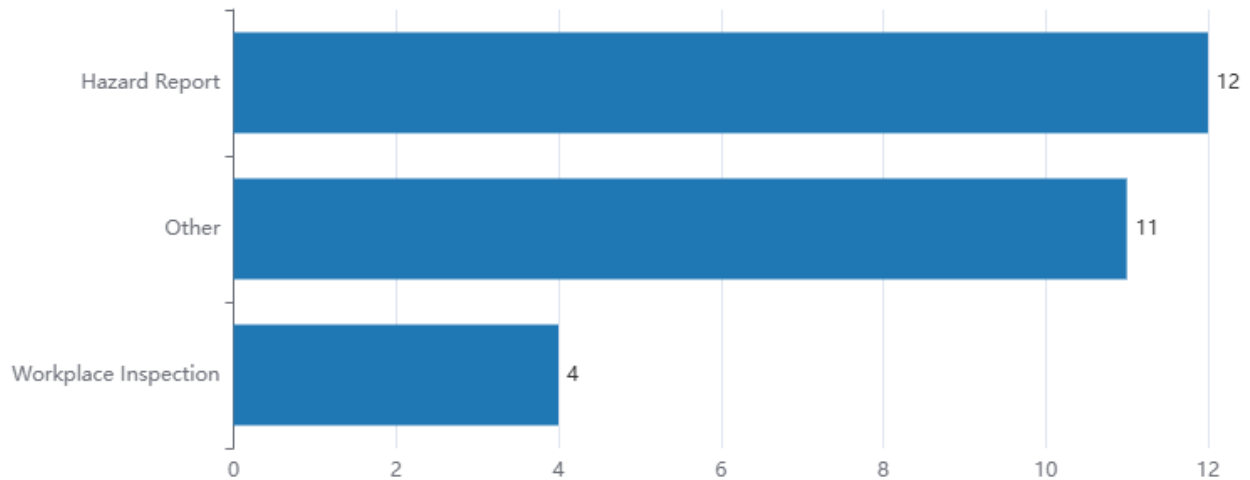
Summary by Month





Actions Generated By

3



Water Management

Pressure Management System

The implementation and commissioning of the Pressure Management System have led to a significant reduction in water leaks across the site. Consequently, the variance between the charges from GCCC and the amounts we charge out has decreased substantially.

Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kL/m³/year (approximately 33,000 kL per quarter) for Sanctuary Cove, calculated using International Water Association (IWA) formulas.

- (April – July 2024)- Calculations show a variance/loss of 6,747 kL/quarter = 78 kL/day
- (July – October 2024) Calculations show a variance/loss of 7,688 kL/quarter = 93 kL/day

Both are well below the acceptable UARL level.

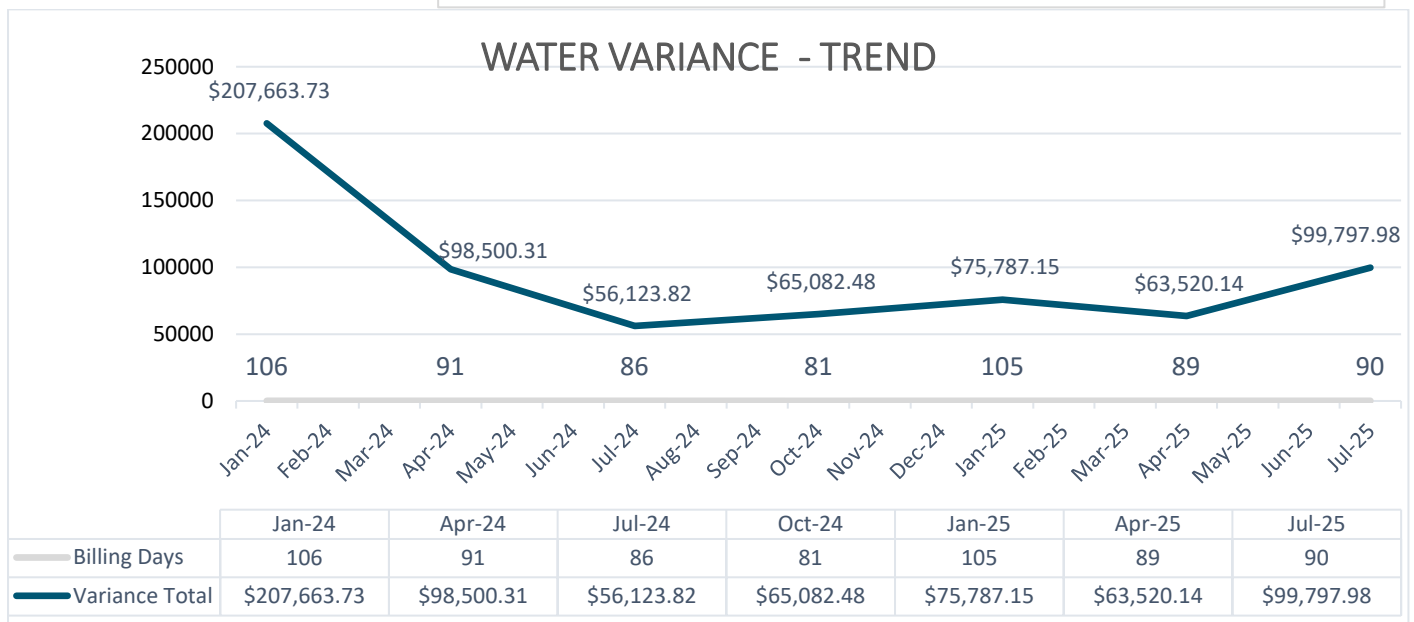
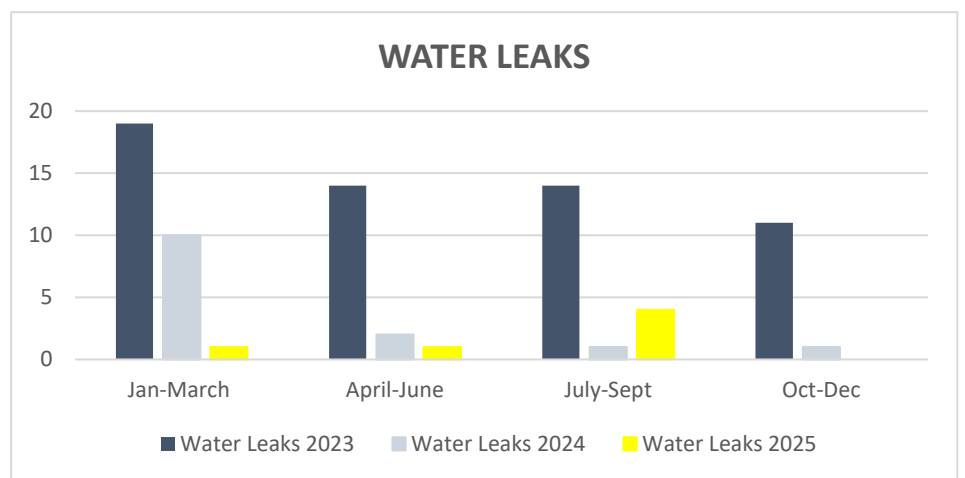


Water Loss/Leaks

October 2025

No leaks – loss estimate = 0 kl

Water Billing



October water reconciliation is pending, awaiting the water bill from City of Gold Coast (CoGC).

Sinking Fund Projects FY2025

PBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	End Date - Estimate
Bridges_PBC							
Electrical_Lights_PBC	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	Completed		
Facilities_Equip	Replacement as per AF – <i>may not be required</i>	\$ 706.00	\$ 1,000.00	\$ -			
	Spare parts – <i>may not be required.</i>		\$ 40,000.00	\$ -			
FTTH_PBC	ONU & Security/PABX system upgrade/FTTH Review	\$ 40,000.00	\$ 90,000.00	\$ -	In Progress	September	February (TBC)
Harbour_PBC (including revetment walls)	Rectification of timber walkways/jetty's	\$ 45,000.00	\$ 45,000.00	\$ -	Scope review requested	September	October
Hydraulic & Electrical Supplies							
Irrigation_Control_PBC (inc A Class water)	Sanctuary Greens - Verge Irrigation	\$ 200,000.00	\$ 200,000.00	\$ 14,550.00	In progress	August	February
	Village Gates - Associated Irrigation works		\$ 12,900.00	\$ 7,095.00	In progress	August	December
Irrigation_Mains_PBC							
Irrigation_Valves_PBC							
Kerb_PBC	Village Gates (not yet complete - Yr 1)	\$ -	\$ 6,017.50	\$ -	In progress	September	December
Landscape_PBC (including parks and playgrounds)	LMP Phase 2/3		\$ 200,000.00	\$ 109,477.15	Ongoing		
	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 92,254.25	\$ 92,254.25	Completed	September	September
	Darwinia Park upgrade		\$ 80,912.61	\$ 38,868.61	In progress	September	November
Pumps_PBC	Pump Station access lid upgrades		\$ 55,395.00	\$ 55,395.00	Completed	July	August
	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	On hold		
	Building Management System		\$ 86,278.00	\$ 11,326.11	In progress	July	February
Reports	Revetment Walls	\$ 50,000.00	\$ 50,000.00	\$ -	In progress	September	November
Roads_PBC (including parking)	Schotia Island Intersection upgrade	\$ 300,000.00	\$ 250,000.00	\$ 3,200.00	Scope review requested	September	February
	Remaining Paving - Stage 4 Village Gate		\$ 15,414.50	\$ -	In progress	September	December
Security_System_PBC (including alarm monitoring)	CCTV servers upgrade - Stage 3		\$ 170,000.00	\$ -	On hold		
	Jacques Gate Intercom upgrade	\$ 150,000.00	\$ 65,000.00	\$ -	Approved	September	December
	Village Gates - Associated Security works		\$ 15,685.00	\$ 7,095.00	In progress	September	December
Stormwater_Line_PBC	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	September	December
Stormwater_Point_PBC							
Switchboard_Meter_PBC							
Wall_Fences_PBC (including gates)	PRV Fence		\$ 13,630.00	\$ 13,630.00	Completed	May	June
	Roystonia Boom		\$ 25,000.00	\$ 24,132.85	Completed	-	June
Wastewater_Line_PBC							
Wastewater_MH_PBC							

PBC notes

Fire Hydrant Replacements- Not required 2024/2025- Inspections approved Oct EGM.

FTTH Review- Agreement approved and executed, Est completion date 01/05/2026.

Village Gates - Updated completion to December.

Darwinia Park - Drainage works Est commencement early Nov.

Revetment Wall - Inspection completed, report under review, findings to be tabled Nov EGM.

Building Management System - Updated completion- Feb/March

PTBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	Start Date - Estimate
Bridges_PTBC							
Buildings_PTBC	Security Roundhouse - A/C Replacement	\$ 6,625.00	\$ 6,625.00	\$ 4,347.14	Completed		
Electrical_Lights_PTBC	Replacement end of life assest	\$ 20,990.00	\$ 50,000.00	\$ 10,500.00	In progress	Ongoing	Ongoing
Facilities Equipment_PTBC							
FTTH_PBC							
Harbour_PTBC (including revetment walls)							
Hydraulic & Electrical Supplies							
Irrigation_Control_PTBC (inc A Class water)							
Irrigation_Mains_PTBC							
Irrigation_Valves_PTBC							
Kerb_PTBC	MDN entry Repairs	\$ -	\$ 20,000.00	\$ -	Postponed		
Landscape_PTBC (including parks and playgrounds)	LMP Upgrades	\$ 75,000.00	\$ 50,000.00	\$ -	NYS	Ongoing	Ongoing
Path_PTBC							
Pumps_PTBC	Contingency Pump Station 18	\$ 10,000.00	-	\$ -			
	Building Management System		\$ 10,353.35	\$ 999.20	In progress	July	February
Reports		\$ 20,000.00	\$ 20,000.00	\$ -			
Roads_PTBC (including parking)							
Security_System_PTBC	Camera Replacements CCTV Stage 3	\$ 38,522.00	\$ -	\$ -	Postponed		
Stormwater_Line_PTBC							
Stormwater_Point_PTBC							
Switchboard_Meter_PTBC	Switchboard Upgrades	\$ 18,150.00	\$ 18,150.00	\$ -			
Wall_Fences_PTBC (including gates)							
Wastewater_Line_PTBC							
Wastewater_MH_PTBC							
Wastewater_RM_PTBC							
Water_Lines_PTBC							
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 38,701.20	\$ 19,350.50	\$ -	NYS	August	October
	Fire Hydrant Replacements		\$ 19,350.70	\$ -	NYS	August	October
WW_H_Connection_PTBC							
New Asset - Facilities Compound							
New Asset - Rotary Memorial							
Total		\$ 227,988.20	\$ 213,829.55	\$ 14,847.14			

PTBC Notes:

Electrical lights- Project differed to 2025/2026

Building Management System- Updated completion- Feb/March

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
01 Nov 2024 - 30 Sep 2025**

Details	ACT YTD September 2025	BUDGET YTD September 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Income						
Admin Fund Levy	11,505,848	11,505,848	-	11,505,848	11,505,848	-
Expenses			-			
Accounting - Audit & Tax	467	1,000	533	5,051	4,584	(467)
Administrative Expenses	77,649	94,791	17,143	89,397	113,810	24,413
PTBC Levy - Administration Fund	749,673	749,673	0	749,685	749,685	-
PTBC Levy - Sinking Fund	495,200	495,200	-	495,200	495,200	-
Management Fees	1,550,413	1,550,413	(0)	1,550,413	1,550,413	-
Security services	3,826,613	3,826,613	-	3,826,613	3,826,613	-
Network Manager Service Fees	350,010	343,256	(6,754)	411,907	411,907	-
Consultants	4,960	38,829	33,869	9,960	46,595	36,635
Legal Services	28,390	53,050	24,660	63,660	63,660	-
Electrical	145,033	129,330	(15,704)	155,803	155,803	-
Fire and Safety	3,568	20,091	16,523	21,210	21,210	-
Grounds & Garden - contract	1,235,283	1,250,000	14,717	1,347,582	1,500,000	152,418
Grounds & Garden - other	157,796	206,760	48,964	275,000	248,112	(26,888)
Hire/Rental	64,167	84,314	20,148	101,177	101,177	-
Insurance	203,928	164,266	(39,662)	243,826	197,119	(46,707)
Irrigation	211,360	243,776	32,417	287,917	292,532	4,615
Plumbing	208,652	214,483	5,830	230,635	257,988	27,353
Repairs & Maintenance	100,422	137,197	36,775	174,993	173,214	(1,779)
Road sweeping	78,228	56,483	(21,745)	84,767	67,779	(16,988)
Waste Removal - contract	976,905	768,265	(208,640)	1,196,962	921,918	(275,044)
Land Holding - rates and taxes	83,040	61,806	(21,234)	100,827	74,167	(26,660)
Utilities - electricity/gas	175,673	159,538	(16,136)	191,445	191,445	-
Utilities - water	268,437	359,106	90,669	357,608	474,375	116,766
Total Expenses	10,995,868	11,008,239	12,371	11,971,637	11,939,306	(32,331)

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
01 Nov 2024 - 30 Sep 2025**

Details	ACT YTD September 2025	BUDGET YTD September 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Recoveries: Income / (Expense)						
ARC net recovery	14,488	-	14,488	14,488	-	14,488
Lot mow recovery	11,626	18,178	(6,551)	11,626	21,813	(10,187)
Water - Potable recovered	1,085,018	1,218,894	(133,876)	1,625,192	1,625,192	-
Water - Waste recovered	829,877	919,517	(89,640)	1,226,022	1,226,022	-
Water - oncharged	(1,914,895)	(2,138,411)	223,516	(2,851,214)	(2,851,214)	-
Electricity - recovered	25,566	25,735	(169)	25,566	30,882	(5,316)
Certificate net income	5,125	-	5,125	5,125	-	5,125
FTTH installation fees and rebates	82,940	-	82,940	82,940	-	82,940
Total Recoveries: overs / (unders)	139,734	43,913	95,822	139,734	52,695	87,039
TOTAL Surplus /(Deficit)	649,714	541,521	108,193	(326,055)	(380,763)	54,708
C/fwd Operating Surplus	618,371	62,776	555,595	618,371	376,654	241,717
Administrative Fund Balance	1,268,085	604,297	663,788	292,316	(4,109)	296,425

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 30 September 2025

The Admin Fund YTD has resulted in a net surplus position of \$650k, \$108k favourable to the year to date budget.
Total expenses incurred YTD \$10.9m, \$12k marginally favourable to budget.

Principal Body Corporate	FY 2025	FY 2025	Variance \$	Variance %	Note
Category Variances YTD 30 September 2025	YTD Actual	YTD Budget			
Administrative Expenses	77,649	94,791	17,143	18.1%	1
Network Manager Service Fees	350,010	343,256	(6,754)	(2.0)%	2
Consultants	4,960	38,829	33,869	87.2%	3
Legal Services	28,390	53,050	24,660	46.5%	4
Electrical	145,033	129,330	(15,704)	(12.1)%	5
Grounds & Garden - contract	1,235,283	1,250,000	14,717	1.2%	6
Grounds & Garden - other	157,796	206,760	48,964	23.7%	7
Hire/Rental	64,167	84,314	20,148	23.9%	8
Insurance	203,928	164,266	(39,662)	(24.1)%	9
Irrigation	211,360	243,776	32,417	13.3%	10
Plumbing	208,652	214,483	5,830	2.7%	11
Repairs & Maintenance	100,422	137,197	36,775	26.8%	12
Road sweeping	78,228	56,483	(21,745)	(38.5)%	13
Waste Removal - contract	976,905	768,265	(208,640)	(27.2)%	14
Land Holding - rates and taxes	83,040	61,806	(21,234)	(34.4)%	15
Utilities - electricity/gas	175,673	159,538	(16,136)	(10.1)%	16
Utilities - water	268,437	359,106	90,669	25.2%	17

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 30 September 2025

Notes:

1. Administrative Expenses: \$17k favourable to budget, projected savings for the full year position of \$24k
2. Network Manager Service Fees: Includes Opticomm, Calix, IT support fees and FTTH R&M. Overrun is due to unplanned R&M work required.
3. Consultants: Refer to the attached Legal & Consultant fee schedule
4. Legal Services: Refer to the attached Legal & Consultant fee schedule
5. Electrical: YTD overrun is due to unplanned R&M work during the year which includes material and services costs.
6. Grounds & Garden Contract: Contract price effective from November 2024 was higher than the projected budgeted expense, which will result in an favourable variance against budget for the full year.
7. Grounds & Garden – other: Tree management, general maintenance and mulching fall under this category. Projected full year forecast resulting in \$27k unfavourable.
8. Hire / Rental: Compound Rental and Buggy Path costs are reflected in this category. Timing variance with Buggy path costs to be reflected in October 2025 for FY2025.
9. Insurance: Variance reflects the difference between the budgeted increase in insurance premiums and the actual renewal costs, which were higher than the budgeted assumptions.
10. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
11. Plumbing: Savings driven by materials/maintenance incurred expenses are coming in lower than the straight-lined budget.
12. Repairs & Maintenance: Timing variance, with savings driven predominantly by R&M for Roads, Harbour, and Gross Pollutant Trap maintenance works which have not yet been incurred.
13. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense, which will result in an unfavourable variance against budget for the full year.
14. Waste Removal Contract: The November 2024 contract resulted in a significantly higher price increase than budgeted, which will result in an unfavourable variance against budget for the full year.

Summary of Legal costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
Supplier	Description		
Grace Lawyers / Chambers Russell	Buttner		13,967
Grace Lawyers	General Retainer		323
Chambers Russell	FTTH		12,345
Chambers Russell	Administration and Facilities Management Agreements		1,755
			28,390
		Budget Balance	35,270

Summary of Consultant costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
Supplier	Description		
Directors Australia	Governance Review - Stage 3	\$	9,150
Urban Play	Jabiru Park Safety Inspection	\$	450
Knobel Consulting	Accrual release - work order cancellation	\$	(4,640)
		\$	4,960
		Budget Balance	41,635.00

SANCTUARY COVE PRINCIPAL BODY CORPORATE
Unaudited: Sinking Fund expenditure
01 Nov 2024 - 30 Sep 2025

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Projected Spend summary
Annual Contribution - as per AssetFinda		2,415,010		2,414,978			
Interest received - excluding YTD Tax		80,322		318,687			
Total Including Interest		2,495,332		2,733,665			
Spend per Asset Finda							
Bridges_PBC	452,261	50,000		-	(3,500)	498,761	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(186,649)	-	286,152	PROJECT: Year 3 - Tulip Light Upgrade Completed
Facilities_Equip		6,000	(706)	-	-	6,000	PROJECT: Replacement assets per AssetFinda \$1k - may not be required
FTTH_PBC	266,491	-	(40,000)	(472)	(25,000)	241,019	PROJECT: Spare parts/end of life assets - may not be required \$40k - Not Started PROJECT: ONU # Security/PABX system upgrade - \$90- RFQ being evaluated TenderLink costs \$472
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	(2,507)	(20,000)	834,170	PROJECT: Rectification of timber walkways/jettys - Seeking Approval Dredging permit
Hydraulic & Electrical Supplies (inc vehicles)	30,227	50,000	-	(167)	-	80,060	Equipment purchase
Irrigation_Control_PBC (inc A Class water)	(284,418)	492,044	(200,000)	(271,488)	(35,000)	(98,863)	PROJECT: Sanctuary Greens verge irrigation \$200k - Pending Approval Hydrovision \$21k + legal + net settlement+ TEW electrical Infrastructure costs \$149.7k
Irrigation_Mains_PBC	315	-	-	-	-	315	
Irrigation_Valves_PBC	101,058	(31,506)	-	-	-	69,553	
Kerb_PBC	(411,552)	690,000	-	-	(6,018)	272,431	PROJECT: Yr 4 - Kerbing, Yr 1 - Village Gates - Approved
Landscape_PBC (including parks and playgrounds)	161,568	-	(350,000)	(166,944)	(150,000)	(155,376)	PROJECT: Landscape Management Plan - Phase 2/3 \$181k - YTD spend \$120k PROJECT: Silky Oaks replacement - The Parkway \$130k - YTD \$4.2k PROJECT: Darwinia Park upgrade \$33.9k - YTD spend \$39k
Path_PBC	756,603	(200,000)	-	-	-	556,603	
Pumps_PBC	124,703	-	(270,000)	(74,721)	(35,000)	14,982	PROJECT: Pump Station access lid upgrades \$55.4k complete PROJECT: Check and Isolation Valve Replacements \$15k - Start August PROJECT: Building Management System \$130k - YTD spend \$11.3k Replacement Pump #22 Guide, Claws Pump #5 -YTD spend \$6.6k
Reports	157,625	20,000	(50,000)	5,670	(15,000)	168,295	PROJECT: Reports \$50k - Not Started Release of accrued report expenses (\$5.7k)
Roads_PBC (including parking)	339,933	50,000	(300,000)	(10,943)	(25,000)	353,991	PROJECT: Schotia Island Intersection upgrade - YTD \$3.2k PROJECT: Stage 4 - Village Gate Paving - Pending Approval Driveway repairs Riverview Crescent \$3.4k, Broken Hills Dr \$3.9k
Security_System_PBC (including alarm monitoring)	805,751	630,000	(150,000)	(30,091)	(75,000)	1,330,660	PROJECT: CCTV servers upgrade - Stage 3 \$170k - Seeking Quotations PROJECT: Jacques Gate Intercom Upgrade \$65k - Seeking Quotations PROJECT: Village Gates - Associated Security works \$15.7k - Approved
Stormwater_Line_PBC	362,710	79,917	-	(8,857)	(45,000)	388,770	PROJECT: Reventment wall - Rectification Works \$120k - Seeking quotations N Marine Dr - works and report \$3.3k
Stormwater_Point_PBC	232,606	62,000	-	(5,836)		288,770	RADM Castle Park - Stormwater Drainage Work
Switchboard_Meter_PBC	212,142	30,000	-	(0)		242,142	
Wall_Fences_PBC (including gates)	100,769	126,328	-	(20,107)	-	206,989	PROJECT: PRV Fence \$13.6k - Completed PROJECT: Roystonia Boom \$24k -Completed
Wastewater_Line_PBC	500,000	-	-	-	-	500,000	
Wastewater_MH_PBC	466,133	(150,000)	-	-	-	316,133	
Wastewater_RM_PBC	380,000	(200,000)	-	-	-	180,000	
Water_Lines_PBC	245,585	568,882	(1,000,000)	-		814,467	Originally planned replacement for water variance improvement - no longer required
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	360,368	140,000	(250,000)	(129,615)	(30,000)	340,753	PROJECT: Sluice Valve Replacements \$50k approved PROJECT: Fire Hydrant Replacements \$50k not started PROJECT: Residential Water Meter Replacement \$80k - Seeking Quotations PROJECT 2024: Residential Water Meter Replacement Deferred to 2025 - \$140k
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
Vehicles	(5,149)	5,149	-	(3,837)	-	(3,837)	
Total Spend	6,750,313	2,495,332	(2,840,706)	(906,565)	(464,518)	8,112,895	

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
01 Nov 2024 - 30 Sep 2025

Details	ACT YTD September 2025	BUDGET YTD September 2025	Variance \$	Variance %	FYF FY2025	FYB FY2025	Variance \$	Variance %
Income								
Admin Fund Levy	1,593,055	1,593,080	(25)	(0.0)%	1,593,082	1,593,082	-	0.0%
Non Mutual Revenue - Certificates	1,065	-	1,065		1,065	-	1,065	
Non Mutual Revenue - Interest	42,160	-			42,160	-	42,160	
Expenses								
Accounting - Audit & Tax	2,074	1,756	(318)	(18.1)%	4,890	3,731	(1,159)	(31.1)%
Administrative Expenses	17,350	21,266	3,915	18.4%	20,761	26,067	5,306	20.4%
Management Fees	496,350	496,350	0	0.0%	496,350	496,350	-	0.0%
Security services	85,929	85,929	-	0.0%	85,929	85,929	-	0.0%
Consultants	-	8,164	8,164	100.0%	-	9,797	9,797	100.0%
Legal Services	-	17,719	17,719	100.0%	-	21,263	21,263	100.0%
Electrical	32,247	31,211	(1,036)	(3.3)%	37,133	37,211	78	0.2%
Fire and Safety	2,241	2,201	(40)	(1.8)%	7,629	5,144	(2,485)	(48.3)%
Grounds & Garden	184,370	208,333	23,963	11.5%	201,132	250,000	48,868	19.5%
Grounds & Garden - other	88,627	95,833	7,207	7.5%	93,500	115,000	21,500	18.7%
Insurance	63,862	81,351	17,489	21.5%	68,945	97,621	28,676	29.4%
Irrigation	70,018	89,518	19,500	21.8%	79,745	107,422	27,677	25.8%
Plumbing	14,144	20,753	6,608	31.8%	20,624	24,624	4,000	16.2%
Animal Management	71,571	83,700	12,129	14.5%	78,806	102,200	23,394	22.9%
Repairs & Maintenance	99,568	124,099	24,531	19.8%	120,893	154,644	33,751	21.8%
Road sweeping	26,310	22,362	(3,948)	(17.7)%	28,256	26,834	(1,422)	(5.3)%
Land Holding - rates and taxes	30,573	23,762	(6,811)	(28.7)%	33,829	28,514	(5,315)	(18.6)%
Utilities - electricity/gas	142,041	92,684	(49,357)	(53.3)%	142,041	101,674	(40,367)	(39.7)%
Utilities - water	55,067	20,919	(34,148)	(163.2)%	75,170	25,103	(50,067)	(199.4)%
Total Expenses	1,482,343	1,527,909	45,566	3.0%	1,595,631	1,719,128	123,497	7.2%
Total Recoveries: overs / (unders)	1,000	-	(1,000)		1,000	-	(1,000)	
TOTAL Surplus /(Deficit)	153,938	65,171	88,767		40,677	(126,047)	166,724	
C/fwd Operating Surplus	64,909	105,047	(40,138)		64,909	126,056	(61,147)	
Administrative Fund Balance	218,846	170,218	48,629		105,586	9	105,577	

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 30 September 2025

The Admin Fund has resulted in a surplus position of \$154k favourable to budget.

Total expenses incurred YTD \$1.5m (3 %) favourable to budget.

Primary Thoroughfare Body Corporate Category Variances YTD 30 September 2025	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Grounds & Garden	184,370	208,333	23,963	11.5%	1
Insurance	63,862	81,351	17,489	21.5%	2
Irrigation	70,018	89,518	19,500	21.8%	3
Animal Management	71,571	83,700	12,129	14.5%	4
Repairs & Maintenance	99,568	124,099	24,531	19.8%	5
Road sweeping	26,310	22,362	(3,948)	(17.7)%	6
Land Holding - rates and taxes	30,573	23,762	(6,811)	(28.7)%	7
Utilities - electricity/gas	142,041	92,684	(49,357)	(53.3)%	8
Utilities - water	55,067	20,919	(34,148)	(163.2)%	9

Notes:

1. Grounds & Garden: Contract price effective from November 2024 came under projected budgeted expense.
2. Insurance: Budgeted insurance premiums were favourable to projected renewal values.
3. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
4. Animal Management: Biodiversity plans have been established and expect to maintain a surplus in this account for the current year.
5. Repairs & Maintenance: YTD balance is favourable \$25k.
6. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense.
7. Land Holding – The land tax assessment received from the OSR for 2024/25 shows a 20.6% increase over the prior year. This contrasts with the 8.4% increase assumed in the budget, which was based on the FY2022/23 assessment. The FY2023/24 assessment was not issued until September 2024, after the FY2025 budgets had been finalised. Consequently, land tax is projected to be 29% over budget.
8. Utilities – Electricity/Gas – Electricity rate increase have been significantly higher than budgeted, particularly large market electricity costs. Leading Edge has been engaged to tender for new electricity supply and project reduction in future rates and expect significant reduction in future months.
9. Utilities – water – The water variances are within industry allowable variance ranges however PTBC budget for the year only allowed for \$25k for the full year resulting in an overrun in expenditure.

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 30 September 2025

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance is \$nil.
- Second Debtors receivables balance is \$33k of which \$28.3k is current, 120+ days and project that the costs will be unrecoverable.
- Creditors balance is \$49k, 22k is current and Land tax \$28k is at 30 days in the system but is not yet due until 3 Dec 2025

**Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
01 Nov 2024 - 30 Sep 2025**

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Comments
Annual Contribution - as per AssetFinda		1,052,300		1,052,300			
Facilities Compound rental		72,240		64,167			Facilities compound rental
Livingstonia Path access		25,800		25,800			Right of use to cover costs of installation
Interest received		28,609		34,331			Net interest after tax
Total Including Interest	1,059,782	1,178,949		1,176,598	-		
Spend per Asset Finda							
Bridges_PTBC	119,970	-		-	(9,000)	110,970	
Buildings _ PTBC	9,412	38,439	(6,625)	(4,917)	-	81,373	Ceiling Fan Installation \$570
Electrical_Lights_PTBC	218,166	29,717	(20,990)	(13,050)	(5,000)	259,550	PROJECT: Air Conditioner Replacement - Roundhouse - completed
Facilities Equipment_PTBC	1,000	-		-	-	1,000	PROJECT: Replacement of end of life assets - In progress
FTTH_PTBC	725,200	(819,652)		-	-	(914,104)	
Harbour_PTBC (including revetment walls)	-	-		-	-	-	
Hydraulic & Electrical Supplies	(7,888)	227		-	-	(7,434)	
Irrigation_Control_PTBC (inc A Class water)	2,003	58,098		(113,667)		4,532	A Class Water - 30% share of Energex works & Legal fees
Irrigation_Mains_PTBC	0	9,160		(10,680)	-	7,640	Relocation of Irrigation Main Line Pipe
Irrigation_Valves_PTBC	88,015	-		-	-	88,015	
Kerb_PTBC	(149,733)	-		-	(10,000)	(159,733)	PROJECT: Repairs for roads - Marine Dr N - Projected August
Landscape_PTBC (including parks and playgrounds)	470,593	102,141	(75,000)	(13,594)		661,281	Adelia Garden Extension, Concrete seat pads Memorial Island \$4.3k, Dugold replacements
Path_PTBC	348,765	-		-	-	348,765	PROJECT: LMP Upgrades \$50k - Ongoing
Pumps_PTBC	(11,776)	-	(10,000)	(1,280)	(9,074)	(22,129)	PROJECT: Building Management System \$10k - June-August YTD spend \$1k
Reports	(30,492)	40,492	(20,000)	(4,500)	(3,000)	42,992	PROJECT: Reports TBC
Roads_PTBC (including parking)	(53,165)	139,359		-	-	225,553	
Security_System_PTBC	(79,353)	62,418	(38,522)	(49,272)	(39,000)	(42,789)	PROJECT: Intercom replacements pending approval
Stormwater_Line_PTBC	50,000	-		-	-	50,000	Network Switch replacements for Gates, CCTV replacements
Stormwater_Point_PTBC	37,100	-		(3,680)		33,420	PROJECT: CCTV Stage 3 - Camera Replacements \$38.5k postponed
Switchboard_Meter_PTBC	73,025	-	(18,150)	-	(18,150)	54,875	Stormwater Surrounds and grates
Wall_Fences_PTBC (including gates)	(148,255)	103,507		(53,470)		5,289	PROJECT: 18k Switchboard Upgrades - Not started
Wastewater_Line_PTBC	413,712	-		-	-	413,712	Damaged panel replacement - Santa Barbara & SC Blvd
Water_Lines_PTBC	141,040	-		-	-	141,040	Generators for Gates
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	131,811	(38,701)	-	(5,000)	165,512	PROJECT: Sluice Valve Replacement - Projected Aug
WW_H_Connection_PTBC	71,120	-		-	-	71,120	PROJECT: Fire Hydrant Replacement - Projected Aug
Building-Contractors Compound	(288,989)	80,819		-	-	(127,351)	
Vehicles	(23,464)	23,464	-	(1,645)	-	21,819	Tray for Utility
	-	-		-	-	-	
Total Spend	1,882,895	-	(227,988)	(269,754)	(98,224)	1,514,917	

Sanctuary Cove Community Services Limited & Controlled Entities

Profit & Loss

For the period ending to 30 September 2025

Draft Unaudited Management Accounts

Description	YTD September 2025			FYF 2025		
	Actual	Budget	Variance	Actual	Budget	Variance
Battery Replacements	11,403	11,550	147	11,403	12,600	1,197
Boat Show Security	2,720	2,500	(220)	2,720	2,500	(220)
Body Corporate Service Fees	87,645	85,560	2,085	87,645	88,265	(620)
Community Services Management Fees	2,735,629	2,735,409	220	2,735,409	2,735,409	-
Community Shared Services	-	-	-	-	-	-
Resort BC Management Fees	-	-	-	-	-	-
Proxy Cards / I-tracks / Bluetooth	20,174	21,450	(1,276)	20,174	23,400	(3,226)
Security Rental Properties	-	-	-	-	-	-
Security Services Management Fees	4,097,221	4,091,851	5,370	4,091,851	4,091,851	0
Security Valet Services	33,372	34,100	(728)	36,406	39,060	(2,654)
Interest and other income	38,001	19,984	18,018	27,827	21,461	6,365
TOTAL REVENUE	7,026,165	7,002,403	23,762	7,013,434	7,014,546	(1,112)
COGS	4,881	5,284	403	5,765	5,765	-
Audit & Accounting Cost	2,545	5,805	3,260	19,540	11,480	(8,060)
Bank Charges	1,162	2,200	1,038	2,221	2,400	179
Boat Expense	10,648	9,831	(817)	10,725	10,725	-
Computer Expense	90,960	103,347	12,387	116,999	112,964	(4,035)
Consulting & Legal expense	76,776	65,422	(11,354)	110,345	71,377	(38,968)
Depreciation & Amortisation	115,495	105,794	(9,701)	134,808	115,412	(19,396)
Employee Expenses	5,094,975	5,611,278	516,303	5,645,725	6,129,885	484,160
Fire & Safety	6,071	9,573	3,503	10,218	10,527	309
General & Admin Expense	20,623	36,960	16,337	34,887	39,879	4,992
Insurance	84,854	94,862	10,008	97,039	104,610	7,571
Motor Vehicle expense	43,608	82,913	39,305	51,108	90,593	39,485
Occupancy costs	228,720	228,907	187	255,995	250,217	(5,778)
Printing & Postage costs	21,414	21,667	253	23,736	23,636	(100)
Radio Equipment & Systems	11,101	8,071	(3,030)	11,751	8,404	(3,347)
Telephone	19,074	24,449	5,375	26,865	26,672	(193)
TOTAL EXPENSES	5,832,907	6,416,364	583,457	6,557,728	7,014,546	456,818
	-					
NET INCOME / (LOSS)	1,193,258	586,039	607,219	455,705	-	455,705

Sanctuary Cove Community Services Limited & Controlled Entities

Statement of Financial Position

As at 30 September 2025

Draft Unaudited Management Accounts

	Community Services	Security Services	Resort BC	Elimination	Consolidated
ASSETS					
CURRENT ASSETS					
Cash & cash equivalents	1,301,368	849,261	15,733	(100)	2,166,262
Trade & other receivables	55,714	3,427	-	(18,381)	40,760
Inventories	-	6,411	-	-	6,411
Other current assets	80,234	162,585	354	-	243,172
TOTAL CURRENT ASSETS	1,437,315	1,021,684	16,087	(18,481)	2,456,605
NON-CURRENT ASSETS					
Property, plant and equipment	277,542	-	-	-	277,542
Intangibles	264,895	-	-	-	264,895
TOTAL NON-CURRENT ASSETS	542,437	-	-	-	542,437
TOTAL ASSETS	1,979,753	1,021,684	16,087	(18,481)	2,999,043
LIABILITIES					
CURRENT LIABILITIES					
Trade payables	24,854	5,344	9,805	(18,381)	21,622
Accrued exp & other payables	201,871	168,866	-	-	370,737
Loans payable - related parties	-	-	-	-	-
Obligations under capital lease	192,688	-	-	-	192,688
ARB Bonds	310,500	-	-	-	310,500
Prepaid Income	49,918	-	-	-	49,918
Provision for Employee Benefits	175,941	284,974	-	-	460,915
TOTAL CURRENT LIABILITIES	955,772	459,184	9,805	(18,381)	1,406,380
NON-CURRENT LIABILITIES					
Obligations under capital lease	220,153	-	-	-	220,153
Provisions for employee benefits	34,049	134,204	-	-	168,253
TOTAL NON-CURRENT LIABILITIES	254,202	134,204	-	-	388,405
TOTAL LIABILITIES	1,209,974	593,388	9,805	(18,381)	1,794,786
NET ASSETS	769,779	428,297	6,281	(100)	1,204,257
EQUITY					
Retained earnings	758,779	428,297	6,181	-	1,193,257
Share capital	11,000	-	100	(100)	11,000
TOTAL EQUITY	769,779	428,297	6,281	(100)	1,204,257

Sanctuary Cove Community Services Ltd and Controlled entities
For the year period 1 November 2024 to 30 September 2025
Budget variance analysis

September 2025 YTD

YTD net position is \$607k favourable to YTD budget

REVENUE \$24k FAVOURABLE TO BUDGET

Security Services -other - \$2k unfavourable to budget noting revenue is dependent on resident demand.

Security Commissioning fees - \$5k favourable to budget for security commissioning on new dwellings

Body Corporate Service Fees - \$19k favourable to budget driven predominantly by ARB applications related works.

Interest income - \$18k favourable to budget through treasury fund management maximising interest bearing accounts and term deposits.

EXPENSES \$583k FAVOURABLE TO BUDGET

Boat expenses: \$0.8k Unfavourable to budget – timing variance. Signage, antifouling works performed.

Consulting & Legal expense: \$11k Unfavourable to budget – EBA consultant fees and additional fees for Company Secretarial services.

Depreciation & Amortisation: \$10k unfavourable to budget due to the replacement vehicles for the security patrol fleet purchased in October 2024. Costs were higher than budgeted however offset by savings on running costs of the motor vehicles. IT equipment replacement costs have also had a minor impact.

Employee expenses: \$516k favourable to budget, \$436k from SCCSL and \$80k from SCSS. Predominant savings are from unfilled positions across Nov-September period, other expenditure budgeted across the year but not yet incurred.

Motor Vehicle Expenses: \$39k favourable to budget, projecting savings on running costs of hybrid vehicles to offset the depreciation overrun.

Radio Equipment & Systems: \$3k unfavourable due to radio equipment repair work and renewal of equipment licenses higher than budgeted.

Sanctuary Cove Community Services Ltd and Controlled entities
For the year period 1 November 2024 to 30 September 2025
Budget variance analysis

FYF 2025 (11 ACT + 1 FCST)

FYF \$456k net consolidated surplus

Notes:

The full year forecast position for the consolidated SCCSL group as at 30 September 2025. Employee expenses YTD are currently running at a net surplus position of \$516k with a full year forecasted surplus of \$484k. EBA impact assumptions have been removed from the forecast.

Accounting & Audit Fees \$8k overrun due to change in auditors to KPMG where budgeted fees were based on prior auditor's fee range.

Consulting and Legal Expense \$39k overrun in respect of the EBA consultant fees not budgeted for FY2025, and additional Company Secretarial Fees.

Depreciation - \$19k unfavourable to budget driven by the security fleet and end of life equipment replacements, however this increase is completely offset with the savings in motor vehicle expenses.

Insurance costs - \$8k favourable position with insurance renewal increases were minimal against the budgeted renewal value.

Motor Vehicle expense \$39k favourable driven predominantly from fuel and maintenance service expenses with the security motor vehicle fleet changed to Hybrid cars.

Occupancy costs - \$6k due to cleaning and electrical cost minor increases.

Radio Equipment & Systems: \$3k unfavourable due to radio equipment repair work, license renewals and subscription increases higher than projected budget.

Head Count Summary

Sep-25

Legend		Within Budget
		Over Budget

Business Unit	Actual	2024/25 Budget Positions	2023/24 ACT - YTD Aug SEP	Budgeted Positions
Sanctuary Cove Community Services Ltd				
Corporate office	3	2	1	GM (1x FTE) EA to CEO (1FTE) HR Manager (1FTE)*
Finance	3.9	4.9	3.9	Finance Manager (1 FTE) Financial Accountant (1 FTE) Accountant (1 FTE) Accounts Officer (1.9 FTE)
Body Corporate	5.8	6	6	Manager Body Corporate (1 FTE) Body Corporate Manager (2 FTE) Receptionist/Compliance (2 FTE) Building Approvals Manager (1 FTE)
Facilities Management	8.4	8.4	8.4	Facilities Manager (1 FTE) Facilities Services Supervisor (1 FTE) Facilities Services Officer (1 FTE) Maintenance Leading Hand (1 FTE) Trades Maintenance Officer (0.4 FTE) Trades & Maintenance technicians (4 FTE)**
In House Counsel	0.8	0.6	0.6	In House Counsel (0.6 FTE)*
Community	21.9	21.9	19.9	
Sanctuary Cove Security Services Pty Ltd				
Security Management & Admin	3.6	3.6	3.6	Security Operations Manager (1 FTE) Security Operations Supervisor (1 FTE) Security Admin Supervisor (1 FTE) Security Admin Assistant (0.6 FTE) Security Admin/WHs (1 FTE)
Security Supervisors	4	4	4	Security Supervisors (4 FTE)
Security 2IC	4	4	4	Security 2IC (4 FTE)
Security Officers	18	18	18	Security Officers (17 FTE)
Control Room	4	4	4	CRA (2 FTE) DCRA (2 FTE)
Security	33.6	33.6	33.6	
TOTAL	55.5	55.5	53.5	

* New/Changed Positions

** Oncharged to PBC / PTBC in accordance with work allocation

Employee Turnover

2024/25 Year to Date			2023/24 Year to Date		
Company	Actual Turnover	Turnover %	Company	Actual Turnover	Turnover %
SCCSL	5 / 21.9	22.83%	SCCSL	2 / 17.1	11.70%
Security	6 / 33.6	17.86%	Security	12 / 33.6	35.71%
Consolidated	11/ 55.5	19.82%	Consolidated	14/ 53.5	26.17%



MINUTES OF THE FINANCE SUB COMMITTEE MEETING OF THE PBC & PTBC

Body Corporate Committee	Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee		
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services		
Date and Time of Meeting:	Thursday, 16 October 2025		
Meeting Chaired by:	Mr Stephen Anderson (SA)		
Meeting Start Time:	2.30pm	Meeting Finish Time:	3.04pm

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mr Mick McDonald (MM)
Ordinary	Mr Robert Hare (RH)
Ordinary	Mr Tony McGinty (TM)
Ordinary	Mr Paul Kernghan (PK)

PRESENT BY PROXY

N/A

APOLOGIES

N/A

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
General Manager	Cassie McAuliffe (CM)
EA to the GM	Tamara Jones (Minute Taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting for the PBC/PTBC held on 18 September 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	1

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan			✓

2 Action Items CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the Action Items September 2025 as tabled.

Yes	5
No	0
Abstain	0

Notes:

- The team is pushing to go live with Invoice Hub on 1 November for invoice processing. Rollout will commence with the PBC, followed by RBCs in a similar format in 2026, and later the PTBC.
- Preparations underway for Financial Year End. The next FSC meeting will present draft financial positions for PBC and PTBC.
- Auditors scheduled to attend in the second week of November for the bodies corporate.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan	✓		

3 PBC Unaudited Monthly Financial Pack CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Monthly Financial Pack as at 30 September 2025.

Notes:

- The PBC Admin Fund full-year forecast, which is expected to result favourably against budget by \$54k. This full year forecast position at September 2025 includes allowances for any unplanned maintenance or works.
- Year-to-date (YTD) Admin fund is \$108k favourable against budget.
- The final water read for the financial year will occur this month. Water losses for the PBC are tracking within budgeted expectations.
- The PBC Sinking Fund projected spend was \$2.8m, with the forecasted full year spend to be \$1.4m, the unspent funds related predominantly to water line replacements which were deemed no longer necessary.
- Confirm recoverability position for the Uber Driver (Aged Debtor) account by the end of October. Recommend provision for bad debt recognition is recognised if the existing debtors 120+ days do not meet the agreed payment arrangements.
- Query raised regarding the time limit for Land Tax reassessments, to seek confirmation on how far back OSR will consider reassessment of Land Tax.
- The PBC electricity account has been credited \$21k by Origin as a result of the electricity contract renewal with agreed upon retrospective pricing adjustments being applied.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan	✓		

4 PBC Legal/Consultant Costs Summary CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan	✓		

5	PTBC Unaudited Monthly Financial Pack	CARRIED
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Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PTBC the approval of the PTBC Unaudited Monthly Financial pack as at 30 September 2025 as tabled.

Notes:

- Certain expenditure continues across grounds and general repairs & maintenance categories, however the overall forecast remains under budget.
- Electricity and water are the drivers of significant cost pressures.
- Discussions are to occur regarding camera replacements, intercom works and potentially switch upgrades and usage considerations to determine costing or user agreements.
- The PTBC electricity account has been credited \$2.3k by Origin as a result of the electricity contract renewal with agreed upon retrospective pricing adjustments being applied. Further discounts to o
- There are three aged debtors over 120 days, all unresponsive.
Recommendation from SA: Issue Notices of Demand. If unresolved, matters will proceed to court. Further recommend to write off \$0.37 short-paid debt.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan	✓		

6	Date of Next Meeting	CARRIED
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Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Thursday, 20 November 2025 at 2:30pm.

Yes	5
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		
Mr Tony McGinty	✓		
Mr Paul Kernaghan	✓		

GENERAL BUSINESS

N/A

Chairperson:



Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	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	<ul style="list-style-type: none"> Stage 2 commence working group 2026 TBC. 	2026
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> Schedule of work included in Sept EGM. Awaiting update from Mulpha from meeting held on 13 October 25. Awaiting response from Mulpha regarding the formal complaint. Delayed until 12th December 2025 – emailed Security to change signs Emailed BT 6/11/25 requesting update 	12 Dec 25
427	05/23	PBC FTTH Network Solution & NBN Project	PBC	<ul style="list-style-type: none"> Meeting held with Gravel Road Group to finalise scope/phase clarifications. Motion approved at PBC EGM Oct 25 NBN included within FTTH project Consultancy Agreement approved and executed. Regular meetings have been scheduled with the consultant, with the first to occur on Monday the 10th. 	Est. 01/05/2026
429	03/24	Policy and Procedure on Authority to Use PBC Funds	BW	New Policy & Procedure in place to govern Company's actions	Completed



Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
430	07/24	Secondary Thoroughfare By-Law	BW	<ul style="list-style-type: none"> Gazetted ST by law copy received 3/10/2025. Security to implement new parking ticket 	Completed
431	2025	Administration & Facilities Management Agreements	BW	<ul style="list-style-type: none"> Agreements in operation from 01/11/25. 	Completed
432	2024	Governance Review	PBC	<ul style="list-style-type: none"> 2025 Lead by Simone Hoyle (SH) as Governance Project Lead. Monthly updates from SH at PBC meetings. 	Ongoing – Mthly Docs for approval
434	2025	Land Tax review	BW	<ul style="list-style-type: none"> Objection to land tax paid between 2020 – 2025 filed on 3 November 2025. 	Awaiting response from QRO
435	2025	RZABL Amendment	BW	<ul style="list-style-type: none"> No feedback received from MNs following inclusion of draft RZABLs in last month's agenda. BW to consider proposed amendments BW to request final version from Chambers Russell for inclusion in November EGM agenda for approval 	November EGM to be voted on formally
436	2025	Sanctuary Green Irrigation	PBC	<ul style="list-style-type: none"> Review of preliminary design of system underway – SF Initial design received and reviewed by SF; minor amendments identified and to be finalised by the consultant. Estimated Feb 2026. 	In progress



Matters In Progress

#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
437	2025	Solar Panels Jabiru	PBC	<ul style="list-style-type: none"> Quotes obtained for battery-operated option. Motion passed at Oct EGM Work order raised for work to be completed 	Motion passed at EGM Oct 25
438	2025	Darwinia Planter box	PBC	<ul style="list-style-type: none"> Owner instructed to remove planter and make good of area. Resident removed planter box, just needs painting. 	Ongoing
439	2025	Buttner/Leslie dispute	BW	<ul style="list-style-type: none"> 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. QCAT has now made those orders. BW is continuing to communicate with both parties on the possibility of arriving 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. End of November intend to be in a position to know whether parties will agree to a sensible resolution or not. 	End of November.
440	2025	Development Handover	PBC	<ul style="list-style-type: none"> 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



Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
441	2025	Biodiversity presentation	PBC	<ul style="list-style-type: none"> SF awaiting proposed dates/times from Biodiversity for presentation. 	2026
442	2025	Harbour One FTTH Agreement	BW	<ul style="list-style-type: none"> Agreement has commenced. Agreement has been assigned. Harbour One has been issued invoice under agreement. 	Completed
443	2025	Security Agreement to PBC	BW	<ul style="list-style-type: none"> Extension of existing agreement proposed by Sanctuary Cove Security Services Pty Ltd (SCSS) approved by PBC last month until 31 October 2026. 	Completed.
444	2025	Schotia Island Intersection	PBC	<ul style="list-style-type: none"> Facilities sourcing quotation from traffic specialist. To be considered in new financial year. Meeting TBA with Chair, MN for SI and SF to discuss options 	2026
445	2025	Audit on condition of substantial trees throughout ST	PBC	<ul style="list-style-type: none"> The onsite audit has been completed, and the report is pending. Once received, it will be provided to the EC for review and comment. Additional GIS files requested to finalise the report, provided on 17/10/2025; report anticipated to be received from the consultants First draft received, SF to conduct review and provide feedback to consultant. 	Nov 2025



Matters In Progress

#	MEETING DATE	RESOLUTION	RESPON SIBILITY	COMMENTS	EXPECTED COMPLETION DATE
446	2025	Damage to streetlight by Uber driver	BW	<ul style="list-style-type: none"> Uber driver was making payments of \$1,000 per month. Has not made payments from July. Agreed to make a lump sum payment at the end of October. Uber drive has not made payment in October as he indicated he would. BW to present options to PBC at EGM. 	Payment Plan ends April 2026 (if honoured)
447	2025	Transfer of Vehicles from PBC to SCSSL	BW	<ul style="list-style-type: none"> Board of SCSSL has approved to purchase x 8 vehicles from PBC PBC and PTBC have agreed to the transfer. Agreement currently being executed. 	Completed
448	2025	ST Parking Signs	SF	<ul style="list-style-type: none"> Shanyn to source and quote visitor parking signs to coincide with ST by-law changes SF requested detailed specifications of the proposed works from SS on 17 October 2025 to enable investigation and sourcing of quotations. Requested quote to purchase "Visitor Parking" stencil, so works can be completed inhouse. 	Nov 2025
449	2025	NBN access agreement			TBC

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

Ongoing

Working Progress

Mulpha

On hold

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: <ul style="list-style-type: none"> 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
MIPs updated <ul style="list-style-type: none"> NBN access agreement FTTH user agreement ST parking visitor signs 	16/10/2025	Jodie	Updated 16/10/2025	✓
8009 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
8013 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
5939 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
1821 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
Taymardan buggies @ security	16/10/2025	Jodie	Mike confirmed no buggies have been stored or charged since July 25	✓
7105 Driveway repairs	16/10/2025	Shanyn	SF to source if repair is necessary and get a quote for EGM	Pending
EC Expenditure	16/10/2025	PBC to provide an amount		Pending
RZABL Amendment – Pontoons	17/07/2025	Stuart & BW	Stuart & Paul to provide suggestions to Brogan	Pending

Action Log - PBC EGM Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Solar Panels on Jabiru Toilet block	31/07/2025	Jodie	Motion passed Oct EGM – 1862 emailed 5/11/2025	✓
1932 Planter Box	31/07/2025	Jodie	Removed Oct 25 – needs painting	✓
Schotia Island Intersection	31/07/2025	Shanyn	Meeting with Facilities and SI	Pending
Letter of complaint to MSCD		Jodie	Sent to Mulpha Oct 25	✓
Weekly report from MSCD regarding temp buggy path		Shanyn	Reminder to be sent to BT	Ongoing
FTTH Agreement	17/07/2025	Stuart & Paul	Passed at Oct EGM	✓
Updated PBC MN List		Jodie	Jodie emailed updated on 2/10/2025	✓
Dredging within SC	16/10/2025	Shanyn	SF to obtain quotes for EGM	Pending
Gravel Road Agreement	16/10/2025	Shanyn	PBC EGM motion Oct	✓
Letterbox drops/ Deed for UMD – Sent to Mate Gates	15/08/2025	Jodie/Brogan	Agreement approved @ Oct EGM – follow up to RW on 3/11/2025	OCT EGM – awaiting signed agreement
Letterbox drops/ Deed for UMD – Send to Cove Magazine	16/10/2025	Jodie	Sent to Clare 5/11/2025	✓
Darwinia drainage	11/09/2025	Jodie/Cassie	Passed at Oct EGM	✓
1862 – Jabiru Solar Panels	11/09/2025	Jodie/Mike	Passed at Oct EGM – owner notified 5/11/2025	✓

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary

Address of scheme: Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Section 2 – Authorisation

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space, please attach separate sheets.

I/we

Name of owner 1:

Signature: **Dated:** ____ / ____ / ____

Name of owner 2:

Signature: **Dated:** ____ / ____ / ____

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

PBC EC GTP 202

hereby appoint,

Proxy (full name):

as my/our proxy to vote on my/our behalf (*including adjournments*) at (please tick **one**)

☐ The body corporate meeting to be held on ____ / ____ / ____

☐ All body corporate meetings held before ____ / ____ / ____ (*expiry date*)

☐ All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: **Dated:** ____ / ____ / ____

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**