



## **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 13 November 2025 at 9:00 AM

**Meeting time:** **09:00am – 10:51am**

**Chairperson:** Mrs Cheryl McBride

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### **ATTENDANCE**

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

Lot 1712 Brian Earp (BE)  
Lot 107045 Paul Kernaghan – Treasurer (PK)  
Lot 107209 Dianne Taylor (DT)  
Lot 107399 Tony McGinty (TM)  
Lot 107442 Cheryl McBride – Chairperson/Secretary (CM)

#### **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)  
Mrs Brogan Watling – In-House Counsel (BW)

#### **Apologies:** Nil

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

### **Motions**

## 1 Approval of PBC EC Minutes 16th October 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

**CARRIED**

**RESOLVED** that the Minutes of the PBC Executive Committee Meeting held on 16<sup>th</sup> October 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

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

## 2 Approval of PBC EC VOC Minutes 20th October 2025 - Appointment of Chairperson (Agenda Item 6.2)

Submitted by Committee

**CARRIED**

**RESOLVED** 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	5
No	0
Abstain	0

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

Submitted by Committee

**CARRIED**

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

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

### Correspondence for Information:

#### CFI 7. PBC Newsletter:

- It was highlighted by a Plumeria Committee representative that the newsletter contained a terminology error, referencing a 'Green Water Meter Box' instead of the correct descriptor, 'Green Electrical Box'.
- **Action:** Correction of error to be minuted at the 27/11 PBC EGM by the chairperson.

#### CFI 8. Changes to ST By-Law and parking procedure:

- Jodie (JS) provided a status update following a meeting with Security regarding planned operational adjustments.
- Security is currently actioning updates to the parking ticket template to align with the recent ST by-law amendment and is developing a Standard Operating Procedure (SOP) for Compliance and Security to streamline reference and execution.

#### CFI 9. Village Gate Update:

- The Chairperson confirmed that no response has been received from Barry Teeling at Mulpha regarding the formal written complaint issued by the PBC, despite multiple follow up attempts by SCCSL.
- It was proposed that JS escalate the matter by contacting Mulpha's head office to determine whether a designated Complaints Handling Department is available to engage with.
- **Action:** JS to progress the follow up accordingly. In addition, the Chairperson will request an asap meeting with Barry Teeling.

## **Correspondence for Action:**

### **CFA 1. Approval for additional Camera 4638:**

- The PBC EC endorsed the request based on the information supplied, with the condition that all camera footage remains confined to the owner's lot.
- **Action:** JS to notify the owner.

### **CFA 2. & 3. Colvillia and Schotia Island Christmas gathering request:**

- The EC acknowledged the scheduled events and confirmed that a formal communication, including the relevant by-laws, will be issued to the committees in advance.
- **Action:** JS to distribute the communications in the week beginning 17/11/2025.

### **CFA 4. & 5. 7108 & 7110 Screened Enclosures:**

- The EC endorsed the applications in line with the ARC's recommendation.
- **Action:** JS to notify the Building Approvals Manager.

## **General Business:**

### **1. Nominations for PBC EC:**

- The Chairperson acknowledged and thanked all nominees for the PBC EC positions. She confirmed that all roles have been filled except for Treasurer, with further nominations to be called from the floor at the AGM on 15 December.
- In the event no nominations are received from the floor for the Treasurer's position, a circular seeking expression of interest will be issued to residents, in line with the motion endorsed at the PBC EGM held on 30 October 2025.
- Resumes for all confirmed nominees will be distributed prior to the AGM.
- The Chairperson invited each EC member to provide a brief overview of their professional background:
  - **Paul Kernaghan** – Over 40 years of experience in finance/Management.
  - **Brian Earp** – Chairperson/Secretary on the RBC Committee and PBC, with ownership of various small businesses.
  - **Tony McGinty** – Extensive construction and building industry experience, including service in a director's role.
  - **Dianne Taylor** – Business ownership experience in Travel and a strong marketing background.
  - **Cheryl McBride** – Background as a School Principal and on numerous boards, and holder of a legal qualification Involved in politics as an advisor to the NSW Minister of Education.

### **2. Chairperson 4 questions to General Manager – Cassie (CMA):**

- i. The Chairperson advised that, moving forward, EGM meetings will include direct in person input from each departmental manager (Finance, Facilities, Security, and Body Corporate). Attendance will be structured so managers are present only for agenda items relevant to their areas, ensuring operational efficiency and targeted engagement.

**CMA** - Agreed that the involvement of Managers at PBC EGMs is valuable; however, noted there may be occasions, such as year-end, when attendance is not possible.

- i. A follow up is to be provided outlining any response received from Mulpha regarding the formal complaint issued by Barry Teeling, as well as clarification surrounding the proposed fenced off dog leash area. The Chairperson proposed contacting Mulpha head office to obtain a contact for complaints handling department.

**CMA** - Suggested arranging an in-person meeting with Barry Teeling.

- **Action:** JS to contact head office.

- ii. Appropriate central locations are to be identified for residents to attend during extreme weather events where power outages occur, enabling access to phone charging and updates.

**CMA** - Advised that designating a specific building for residents during extreme weather events is not feasible, as safety assessments must be conducted at the time. Gold Coast City Council remains the primary point of contact for updates and warnings.

- **Action:** CMA to continue investigation and assessment.

- iii. Clarification is requested on whether any additional information is available in relation to the Golf Club's scheduled meeting with MNs on Tuesday, including the purpose or expected discussion points.

**CMA** - Explained that further information is pending, with a scheduled meeting at the Golf Club on 14 November 2025 to obtain additional details.

- **Action:** CMA to provide pros and cons at PBC EGM.

### **3. Invitation to Golf Club for Members Nominees to discuss proposal for future proofing:**

- PK outlined the proposal, noting that the Golf Club's current financial position requires a long-term solution to ensure ongoing viability.
- Following a review of projections and potential options, the proposal under consideration is an assisted-living village along Casey's Road, positioned on a portion of the Golf Course land near the 3rd hole.
- The model would include management rights, with the Golf Club receiving a share of the associated revenue.

### **4. Request for investment instructions from Finance Manager:**

- The Finance Manager (Mika) sought direction from the PBC EC regarding the Term Deposit investment options.
- The EC, in turn, requested further clarity and guidance from Mika to support their decision-making.
- **Action:** Mika to collaborate with the Treasurer to present a recommended option.

### **5. Management of Sinking Fund projects:**

- The Chairperson acknowledged the matter as a significant concern and confirmed it has already been flagged as a governance-related issue.
- The Treasurer presented a draft policy that outlines a structured, forward-looking approach to the management of the sinking fund. Once endorsed through the governance review process and approved by the PBC, this will establish the operating framework for the Manager.
- A key challenge identified was the difficulty in reliably forecasting future funding requirements for long-term capital and maintenance projects.
- It was reinforced that there is a statutory obligation under SCRA to ensure the secondary thoroughfare is maintained to an appropriate standard.
- The importance of tightly managing expenditure and refining the program to ensure priority projects are delivered at the right time was emphasised.
- Ongoing collaboration with Mika (Finance) and Shanyn (Facilities) will be critical in driving effective sinking fund planning and execution of future works.

#### **6. Three RBCs currently unrepresented:**

- The Chairperson noted that Ardisia, Justicia and Adelia currently have no appointed Members Nominee. It was proposed that a roll list be provided to three representatives to engage with residents ahead of the upcoming RBC EGMs to seek nominations.
- Dianne will contact Justicia, Cheryl will contact Ardisia, and Tony will contact Adelia.
- **Action:** JS to distribute the relevant roll lists to each representative.

#### **7. PBC Newsletter:**

- The Chairperson noted a communication error in the distributed newsletter, where the reference to the *green water meter box* should have been stated as the *green electricity meter box*.

#### **8. Google Maps shows different speed limit:**

- Dianne (DT) advised that Google Maps is currently displaying a 50km speed limit instead of the correct 40km and suggested exploring whether this can be updated through Google.
- The Chair proposed issuing a formal communication for trades entering Sanctuary Cove. She will prepare the draft and forward it to JS for Security to distribute at the gates at 7am.
- **Action:** Chair to send the communication to JS for onward distribution by Security in the week beginning 24/11/2025.

#### **9. Schotia Island Intersection:**

- With the MN for Schotia Is, the FM Manager and GM, the Chair inspected the intersection in question and observed vehicles cutting the corner and travelling on the incorrect side of the road.
- A camera has now been installed, and signage is being implemented to support ongoing monitoring.
- **Further Action:** Data to be collected from camera to determine efficacy; traffic splitter to be relocated, road marking to be stencilled, potential traffic calmer to be installed on Riverside Drive.
- **Action:** FM to facilitate quotes, motion, and installation.

#### **10. ST by-law update:**

- JS provided an update following the meeting with Security.
- Security will amend both parking ticket types in the system to ensure they reference the correct by-law.
- Security will also supply Compliance with a nightly list of vehicles ticketed. The Compliance Officer will issue breach notices accordingly, with three breaches within a month triggering an LPR suspension.
- Stencil signage will be installed in the visitor car parks.

#### **11. Driveway expense:**

- For future driveway replacement works, the PBC will limit its scope to reinstating the Secondary Thoroughfare portion only, using standard pavers or concrete. Any enhanced or bespoke design elements elected by the owner will be treated as an owner-funded upgrade.

#### **12. Buttner/Leslie Update:**

- BW advised that discussions are ongoing between both parties.
- Mr Leslie would like the fence raised and screening installed over the proposed window.
- Mr Buttner has indicated he will comply with one option, not both, and is willing to fund the additional fencing.
- If an agreement cannot be reached, Mr Buttner will need to relocate the window in accordance with the orders.

**13. Christmas gatherings:**

- It was agreed that a letter, similar to last year's, will be sent to all organisers of proposed Christmas gatherings on the Secondary Thoroughfare, including the updated ST by-law amendments.
- Security will be notified of each gathering to ensure a presence.
- **Action:** JS to contact MN from Corymbia for additional details and advise Security of all gatherings.

**14. Unsolicited Advertising Material Agreement:**

- **Action:** JS to return the agreement to Ray White for amendment so that the company, Ray White, is listed as the signatory.

**15. Proxies:**

- The governance review team is investigating this, including the possibility of appointing a proxy if the MN is unable to attend a PBC meeting.

**16. Governance Review Update:**

- Information was circulated separately from the meeting booklet for review. (Information attached as addendum)

**17. Builders' signs:**

- The Chair noted that this issue was raised at the last EGM.
- JS advised that Building Approvals has contacted the owner to remove the sign. The owner stated the build is not yet complete. The Building Approvals Manager informed the owner that several complaints have been received, as the QR code on the sign links to his business website.
- **Action:** JS to monitor the situation and report.

**18. Darwinia request for double sandbags:**

- All proposals must be submitted by the Members Nominee to the PBC for consideration.

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

**MEETING CLOSED** at 10:51 AM

Chairperson: Mrs Cheryl McBride X.....



## Governance Improvement Plan – Update for Executive Committee (Addendum to minutes)

### 1. In Progress / Currently in Front of PBC MNs

- Draft governance documents have been circulated to all Members' Nominees for review and discussion within their RBCs:
- PBC Members' Nominee Briefing Sheet – a one-page summary of the purpose and process.
- Draft PBC Terms of Reference – defining the PBC's role, functions, and interface with the EC and sub-committees
- Draft Role Statements – for the PBC, PBC Chair, EC, and individual members.
- Draft Delegation and Authority Matrix – a single “source of truth” consolidating all decision rights and authorities under the SCRA and AMA.
- Governance Definitions and Acronyms – supporting education and consistency
- RBCs are encouraged to review and discuss these documents in their November meetings.
- Feedback window remains open for weeks.

### 2. What's Next (Jan 2025)

Stage 2 deliverables commence per the Directors Australia blueprint and Governance Improvement Plan:

- Circulate draft documents for EC, RBC and sub-committee ToRs and role statements.
- Development of RBC guidance pack and PBC Governance Manual (digital portal)

### 3. Next Communication Milestones

- Mid-November: RBC and MN feedback due.
- Late November: PBC meeting to endorse final PBC TOR, role statements and delegation authority documents.
- January: Communiqué to RBCs outlining approved documents and rollout plan.
- January–March 2026: Implementation of induction, digital hosting, and education modules.

Kind Regards

Simone Hoyle