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Building trust, shaping the future, together.

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# Sanctuary Cove Principal Body Corporate Newsletter

Issue No. 2 | November 2025



*Laying the foundations*

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## A message from the Secretary

Dear Residents,

As we move toward the end of the year, the PBC is progressing a number of important initiatives that will shape our community for years to come.

Thank you for the thoughtful feedback and participation since the August newsletter. Your engagement ensures that decisions remain transparent and genuinely reflect the needs of Sanctuary Cove.

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# Featured articles

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## Community Acknowledgements

We wish to recognise and thank Stuart Shakespeare, the PBC Chairperson, who vacated his position after the October PBC meeting. Together with Paul Kernaghan, the current Treasurer, Stuart guided the PBC through challenging times following the unexpected and extensive absence of leadership in our service providing company, SCCSL, and the recruitment of a General Manager.

Stuart also represented the PBC on the PTBC and served as the PBC's nominee director on the board of SCCSL. He provided hands-on leadership during a challenging period, undertaking virtually a full-time role, negotiating difficult situations and providing invaluable support to the staff of SCCSL.

Fortunately, Stuart has agreed to serve another two-year term as the PBC nominee director and will continue to lend his architectural expertise as a valued member of the Architectural Review Committee. His contribution, experience, and deep knowledge have been outstanding and very much appreciated.

We also acknowledge and remember Richard Sherman, a long-time member of the PBC and an exceptional advocate for the rights of Sanctuary Cove residents. Richard's profound knowledge of Sanctuary Cove's corporate history and legislative framework was second to none, and his generosity in sharing that knowledge with fellow committee members and residents was greatly valued.

As a friend and a "founding father" of Sanctuary Cove, Richard's presence and wise counsel will be sorely missed. We extend our heartfelt condolences to Margi and the Sherman family.

## Administration Management Agreements (AMAs)

The Administration Management Agreement (AMA) between the PBC, the PTBC and Sanctuary Cove Community Services Ltd (SCCSL) expired on 31 October 2025. New agreements commenced on 1 November 2025 which separate Administration and Facilities Management and are between the PBC and SCCSL only. These agreements will run for 12 months to enable evaluation and inform a longer-term agreement from 1 November 2026.

Members' Nominees reviewed options and provided feedback to ensure the new agreements reflect best practice in governance, independence and cost efficiency. A legal review was completed to strengthen oversight while delivering value across all residential bodies corporate.

## Governance Review – Phase 2 (Community Digital App)

The PBC is pleased to announce the development of a Sanctuary Cove Community Digital App, an initiative of the Governance Working Group. The app will provide residents with convenient mobile access to key information — from crisis plans and emergency alerts to approved policies, procedures and standard forms.

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While later stages may expand functionality, the foundational stage focuses on improving safety, transparency and access to essential information. The PBC has approved funding to support development and integration, with rollout expected before the end of 2025.

This achievement builds on the recent approval of two significant policies — the Code of Conduct and the Conflict of Interest Policies — which provide clearer guidance for community representatives and strengthen governance standards across Sanctuary Cove.

## Understanding Your Body Corporate Contribution

Have you ever wondered how your administration and sinking fund contributions are calculated?

- **Administration Fund:** Covers everyday running costs of a body corporate and shared facilities (gardening, cleaning, utilities, insurance premiums and professional services).
- **Sinking Fund:** A long-term reserve for major repairs and replacements (resurfacing roads, upgrading security systems or refurbishing shared assets).

Contributions are determined annually by the PBC based on budgets and forward planning, and then approved at your residential body corporate's EGM. Transparent financial planning ensures costs are shared fairly and large future works do not lead to unexpected special levies.

Contributions are issued on behalf of the residential body corporate (RBC), while water charges are issued by the PBC. This is a legal requirement and explains why there are two separate bank accounts. To avoid delays or misallocations, please double-check you are using the correct account when making payments.

Legislation requires that lot owners be given 30 days from the date of issue to pay their contribution notice, with an additional 30 days allowed for the discount period.

This means your latest contribution for the quarter 1 November 2025 to 31 January 2026 must be paid by **1 December 2025** in order for the discount to apply.

## Road Safety Reminder

The secondary thoroughfare is a shared road used by motorists, buggy drivers, bicycle and scooter riders, and pedestrians. Consideration from all parties keeps everyone safe.

Pedestrians, please consider:

- Using the grass verge/footpath as a first option.
- Walking on the side of the road facing oncoming traffic and staying visible to drivers.
- Being alert near driveways, blind corners and intersections.
- Wearing light-coloured or reflective clothing at night.

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Drivers and riders are reminded to adhere to speed limits and remain vigilant for pedestrians at all times. Those who constantly exceed the speed limit may be at risk of losing vehicular entrance to the Residential Zone.

## NBN Connection

Currently, there is no agreement for NBN to enter the Residential Zone or connect to Sanctuary Cove's existing Fibre-to-the-Home (FTTH) network.

Residents wishing to establish internet services may instead wish to engage one of the approved alternative FTTH providers. For further information or to obtain a current list of providers, please contact SCCSL on (07) 5500 3333.

## Important Changes Gazette - Effective 3 October 2025

By Notice in Gazette No. 26, approved 3 October 2025 by Minister Jarrod Bleijie (Minister for State Development, Infrastructure & Planning), the Sanctuary Cove Secondary Thoroughfare By-Laws (By-Law 4) were amended.

These changes impose new rules regarding parking on secondary thoroughfares, and walking animals on a leash. The amendments are now in force and are binding on all lot owners, occupiers, and lessees under section 28 of the Sanctuary Cove Resort Act.

### What Changed?

- Parking restrictions on Secondary Thoroughfares:
  - Prohibition of parking (or more restrictive parking) has been introduced on areas designated as secondary thoroughfare (ie roads, parks, reserves, and nature strip in front of the green water meter boxes). Vehicles belonging to a lot owner may not park in these areas.
  - Exceptions for Others
    - A vehicle of a service provider to an owner within the Residential Zone may stand on the secondary thoroughfare between 7am – 5pm, Monday to Friday or 8am – 1pm, Saturdays (excepting public holidays).
- An invitee may only park on a part of the secondary thoroughfare clearly marked as a visitor carpark (signs are coming!). Overnight parking is not permitted from 6pm - 6am.
- Animals must be on a leash:
  - A new requirement mandates that all animals walked on any secondary thoroughfare must be on a leash.
  - The by-law defines responsibilities of owners to avoid obstruction or nuisance.

The amendments strengthen amenity and safety on internal roads, reduce visual clutter from parked vehicles, and ensure pets are managed in a way respectful to neighbours.

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## Security Notifications

Please notify Security in advance of expected visitors, if you are heading away, or if your vessel will be out for the day or offsite for a longer period. This helps the team monitor the area more accurately and respond quickly if needed.

### Sanctuary Cove Security Services

(07) 5500 3355

## Snakes

With warmer weather, snakes are more active and sightings have increased. For your safety, please do not attempt to move or handle a snake. Contact a licensed catcher to relocate it safely.

## Upcoming Dates

- **15 December 2025** – PBC Annual General Meeting: presentation of financial reports and election of PBC Executive Committee members.
- **Early 2026** – RBC AGMs.
- **Quarterly Newsletter** – Next edition planned for February 2026.

## Stay Connected

- Contact your Members' Nominee (MN) to raise questions or provide feedback. If you are not sure of your MN's name or contact details, please contact SCCSL.
- Access key documents and updates via SCCSL or your RBC communications.

Thank you for your continued support in building a strong, connected and forward-thinking Sanctuary Cove community.

Kind regards,  
Cheryl McBride OAM  
Secretary, for and on behalf of  
Sanctuary Cove Principal Body Corporate



**Contact:**  
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**Next Meeting:**  
PBC EGM - 27 November 2025

