



MINUTES OF ANNUAL GENERAL MEETING for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: Monday 15 December 2025 at 10:00 AM

Meeting time: **10:01am – 11:47am**

Chairperson: Mrs Cheryl McBride

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703	Mr David Francis
Lot 1712	Livingstonia GTP 1712	Mr Brian Livingstonia
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790	Mrs Cheryl McBride
Lot 2207	Plumeria GTP 2207	Mr Nick Eisenhut
Lot 107106	Schotia Island GTP 107106	Mr Lee Uebergang
Lot 107209	Alpinia GTP 107209	Ms Dianne Taylor
Lot 107353	Woodsia GTP 107353	Mr Peter Hay
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty
Lot 107406	Corymbia GTP 107406	Ms Suzi Ledger
Lot 107488	Darwinia GTP 107488	Mr Tony Curtis

The following members present by Voting Paper and In Person:

Lot 2207	Plumeria GTP 2207	Owner present (pre-voted)
Lot 107406	Corymbia GTP 107406	Owner present (pre-voted)

The following members present by Voting Paper:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 1701	Bauhinia GTP 1701	Electronic vote
Lot 2504	Colvillia GTP 2504	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107045	Harpullia GTP 107045	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107128	Felicia GTP 107128	Electronic vote
Lot 107217	Tristania GTP 107217	Electronic vote
Lot 107278	Banksia Lakes GTP 107278	Electronic vote
Lot 107442	Molinia GTP 107442	Electronic vote
Lot 107456	Alyxia GTP 107456	Electronic vote

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 (Minute Taker – JS)
Mrs Cassie McAuliffe – General Manager (CMA)
Mrs Brogan Watling – In-House Counsel (BW)
Ms Shanyn Fox – Facilities Manager (SF)
Mrs Mika Yanaka – Finance Manager (MY)
Mr Stuart Shakespeare

Apologies:

Mr Michael Longes
Mr Neill Ford
Mrs Andrea Luyckz
Mr Peter Hawley
Mr Robert Nolan
Mr Malcolm Jackman
Mr Nabil Issa
Mr Paul Kernaghan
Mr Peter Game
Mr David Nelson
Mr Stephen Anderson
Mr Mick McDonald

2. Quorum:

- The Chairman advised that a quorum was represented and declared the meeting open at 10:01AM in accordance with Schedule 2, Part 2 of the Building Units and Group Titles Act 1980.

3. The following members were not financial for the meeting: Nil

4. The Meeting was recorded: Yes

5. Conflict of Interest (COI):

- Nil declared, a register has been compiled for recording in the future if there is any COI declared.

6. Appointment of Chairperson:

- Mrs Cheryl McBride was duly appointed Chairperson of the AGM, having been nominated by Mrs Simone Hoyle, with the appointment confirmed by a show of hands.
- Cheryl thanked Maxine Monroe for allowing her to represent as Members Nominee (MN) for Araucaria and welcomed Mrs Simone Hoyle's return as MN for Roystonia.

7. Chairpersons Report (Annexure attached):

8. Financial Managers Report:

- MY advised the Administrative Fund was forecast to be in a deficit at EOFY 2025, having tracked unfavourably at the commencement of the financial year. Provisions and additional works anticipated were not required, resulting in cost savings. The year concluded with an operating surplus of \$364k, representing a \$741k favourable variance against the budgeted position.
- The variance across the three principal contracts within the PBC Administrative Fund was favourable by \$52,500.
- A key driver of the surplus was Sanctuary Cove Community Services' management fees, which delivered a favourable variance of \$235k. Further positive impacts were realised through water variances, with improved outcomes attributed to the implementation of PRVs and water meter replacements.
- In addition, no significant consulting fees were utilised during the budget period.
- MY further noted that while several Sinking Fund projects were scheduled for 2025, some were deferred to 2026. As a result, expenditure was lower than forecast, contributing favourably to the Sinking Fund balance.
- A comprehensive sinking fund adequacy review is planned for 2027 to ensure the Sinking Fund remains adequate to meet anticipated capital works over 20+ years, noting all long-term projections are subject to inherent forecasting limitations.
- Key improvements to strengthen performance include ensuring adequate provisions are maintained to support cashflow requirements against unforeseen expenditure.

9. Governance Report – Simone Hoyle (GLG):

- The Governance Group met last week, with the following key outcomes noted:
 - **Draft governance documents** – The GLG considered feedback from the RBCs and EC. Refinements were made to improve clarity, without altering the underlying governance intent. The revised draft governance documents are scheduled for distribution in January 2026.
 - **Governance alignment** – The group reaffirmed governance frameworks and the SCRA are complementary in nature. Where the SCRA is silent, good governance principles will be applied.
 - **Next steps** – In January 2026, the current governance documents will be circulated through the PBC for further review, followed by distribution of RBC documents (including Terms of Reference and Role Statements) in February/March.
 - A targeted focus on MN and EC inductions is planned for the first quarter.
 - An annual PBC calendar will be developed to provide visibility over key governance deliverables and scheduled document reviews.

10. Motions

1	Approval of previous PBC EGM minutes held on 27 November 2025 (Agenda Item 10.1)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 27th November 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	15
No	0
Abstain	10

NOTE: *It was suggested the wording “dog on leash” should be amended to “animals on leash,” noting this terminology more appropriately captures household pets and reflects the bylaw.*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia			X
Alphitonia	X			Justicia			
Alpinia			X	Livingstonia	X		
Alyxia			X	Molinia			X
Araucaria	X			Plumeria			X
Ardisia				Roystonia	X		
Banksia Lakes			X	Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			X
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia			X	MSCD Lot 83 (MM)			

Submitted by Chairperson

CARRIED

RESOLVED that the Principal Body Corporate:

(a) accepts that the body corporate is a non-reporting entity and that to the best of the knowledge and belief of the Members of the body corporate, would remain so in the current financial year; and

(b) approves and adopts the audited Statements of Income and Expenditure for the year ending 31 October 2025 showing a surplus of \$364,684.04 in the Administration Fund and a surplus of \$1,665,464.79 in the Sinking Fund, together with the Statement of Assets and Liabilities as at 31 October 2025 showing total Net Assets (accumulated funds) of \$9,398,832.78.

Yes	23
No	0
Abstain	2

Note:

The PBC Administrative Fund Balance year ending 31 October 2025 is \$983,054.91 including the carried forward balance of \$618,370.87. The PBC Sinking Fund Balance year ending 31 October 2025 is \$8,415,777.87.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia			X	MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

3	No Appointment of Auditor (Agenda Item 10.3)	Special Resolution
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Statutory Motion Submitted by Chairperson

DEFEATED

RESOLVED that pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985, and in accordance with the provisions of Part 2 of the Second Schedule Sections 1(5A), 1(5B) and 1(5C) of the Building Units and Group Titles Act 1980 the accounts of the body corporate relating to the financial year ending 31 October 2026 not be audited.

Yes	3
No	22
Abstain	0

Please note: If you want the accounts to be audited, vote NO.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia		X		Fuschia			
Adelia				Harpullia		X	
Alphitonia		X		Justicia			
Alpinia		X		Livingstonia		X	
Alyxia	X			Molinia		X	
Araucaria		X		Plumeria		X	
Ardisia				Roystonia		X	
Banksia Lakes	X			Schotia Island		X	
Bauhinia		X		Tristania	X		
Caladenia		X		Washingtonia		X	
Cassia		X		Woodsia		X	
Colvillia		X		Zieria		X	
Corymbia		X		MSCD Lot 21 (SA)		X	
Darwinia		X		MSCD Lot 81 (SA)		X	
Felicia		X		MSCD Lot 83 (MM)			

4	Appointment of Auditor (Agenda Item 10.4)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

CARRIED

RESOLVED that pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985 and Part 2 of the Second Schedule Section 1(5) (ba) of the Building Units and Group Titles Act 1980, auditors PKF Chartered Accountants to conduct the audit of the body corporate financial records for the financial year ending 31 October 2026 at a cost of \$5,065.50 (inc GST).

Yes	24
No	1
Abstain	0

Note:

Price has increased \$148.50 from last year (3%).

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes		X		Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

5	Rescind - Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed (Agenda Item 10.5)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM rescinds motion 30th October 2025 PBC EGM meeting:

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

Yes	24
No	0
Abstain	1

NOTE: Rescind to remove 'Marine Village'.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

6	Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed (Agenda Item 10.6)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

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

Yes	24
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

7	Approval to pay invoice from Niche for website annual fee and general maintenance and updates (Agenda Item 10.7)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC Annual General Meeting approves payment to Niche Studio for the annual fee and maintenance and updates to the website (our sanctuary cove) of a total of \$1,227.60 (Inc GST).

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

8	Approval to pay City of Gold Coast recycled water services rate notice (Agenda Item 10.8)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC Annual General Meeting authorises payment of the invoice from the City of Gold Coast for the total of \$718,400.70.

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

9	Amendment to Residential Zone Activities By-Laws (Agenda Item 10.9)	Special Resolution
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Submitted by Chairperson

WITHDRAWN

RESOLVED that the PBC authorises an amendment to the residential zone activities by-laws in accordance with the attached document marked “Annexure A”, a copy of which has been circulated with the agenda.

Yes	0
No	0
Abstain	0

NOTE: Withdrawn by a consensus from the MNs. Following extensive discussion, it was agreed to undertake a stronger governance perspective around an improved consultation process when situations change and bylaws require amendment. Members nominees will communicate with their RBC members and residents to assure them further consultation will take place prior to the current amendments being resubmitted for approval.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Harpullia			
Alphitonia				Justicia			
Alpinia				Livingstonia			
Alyxia				Molinia			
Araucaria				Plumeria			
Ardisia				Roystonia			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD Lot 21 (SA)			
Darwinia				MSCD Lot 81 (SA)			

Felicia				MSCD Lot 83 (MM)			
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10	Approval for cleaning works for the Jabiru Park Amenities (Agenda Item 10.10)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM approves the cleaning works for the Jabiru Park Amenities, as outlined in the Scope of Works, and endorses the engagement of one of the following contractors to undertake the works in accordance with the quotations circulated with the agenda.

Further, **RESOLVED** that the AGM approves the entering into and execution of a two (2)-year agreement for these services (pricing noted per annum), with costs to be funded from the Administration Fund (GL Code 12250 – Cleaning).

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

(Option A) Ephphatha Aus Pty Ltd — \$10,296.00 (inc GST) per year, as per email dated 25 November 2025.
(Option B) Heather Nicholls — \$13,728.00 (inc GST) per year, as per RFT submission.

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

Votes: A: 22 B: 3 Inv: 0

Members Name	A	B	Members Name	A	B
Acacia	X		Fuschia		
Adelia			Harpullia	X	
Alphitonia		X	Justicia		
Alpinia	X		Livingstonia	X	
Alyxia	X		Molinia	X	
Araucaria	X		Plumeria	X	
Ardisia			Roystonia	X	
Banksia Lakes	X		Schotia Island	X	
Bauhinia	X		Tristania	X	
Caladenia	X		Washingtonia	X	
Cassia	X		Woodsia	X	
Colvillia	X		Zieria	X	
Corymbia	X		MSCD Lot 21 (SA)		X
Darwinia	X		MSCD Lot 81 (SA)		X
Felicia	X		MSCD Lot 83 (MM)		

11 Facilities

11.1 RESCIND - APPROVAL OF EXPENDITURE AND ENGAGEMENT OF FLAME CONTROL INDUSTRIES TO CONDUCT PBC FIRE HYDRANT ANNUAL INSPECTION (AGENDA ITEM 11.1)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM rescinds motion 30th October 2025 PBC EGM meeting:

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

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

11.2 PBC FIRE HYDRANT ANNUAL INSPECTION - MARKSMAN FIRE & SAFETY (AGENDA ITEM 11.2)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM authorises the expenditure of \$11,616.00 incl. GST for the engagement of Marksman Fire & Safety to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12340

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

**11.3 SCHOTIA ISLAND INTERSECTION - TRAFFIC ISLAND
RECONSTRUCTION (AGENDA ITEM 11.3)**

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM authorises the expenditure of \$10,057.09 incl. GST for the engagement of Smartstone Group to undertake the proposed works as outlined, with funds to be allocated from the Sinking Fund - GL Code 223191

Yes	24
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			X
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

11.4 REPLACEMENT OF PUMP 1 AT PUMP STATION 22 (AGENDA ITEM 11.4)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC AGM authorises the expenditure of \$4,499.00 (incl. GST) for the engagement of ProPump to undertake the proposed works as outlined, with funds to be allocated from the Sinking Fund – GL Code 22412

Yes	25
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)			

11. Correspondence for Information:

CFI 6. – Designation of safe buildings during severe weather events:

- A key issue identified from the severe weather event in 2024 was the absence of a dedicated location for affected residents to access information and charge their devices, in the event of an extended power outage.
- The SCCSL board's response was considered non consultative and omitted to suggest any solution. It relied primarily on Gold Coast City Council and reflected a zero-risk perspective.
- The terminology "safe location" may be misinterpreted The Board should consider practical measures to mitigate community risk, including options to support a community hub.
- Barry Teeling, CEO MSCD, was contacted, to enquire about the Intercontinental or the Country Club as options. A response is awaited.
- In 2026, quarterly meetings will be held with Mr Teeling to facilitate communication on this and other matters.
- The community App, (Sancove), was discussed. Clarification was sought re: the launch timeframe CMA advised that testing of the app could commence immediately. A communication will be sent to residents re: the adoption of the App and a reminder distributed in January 2026.
- Action: Chairperson to respond to the SCCSL board members regarding the inadequacy of their response by mid-January.
- **Action:** CMA to investigate the one-way communication alert function for the App asap.
- **Action:** CMA to communicate App launch to residents asap.
- **Action:** In January 2026, GWG to compose a communication outlining a staged timetable for the App.

12. Correspondence for Action:

CFA1. – Deed for Delivering Unsolicited Advertising Material – Mitchells Real Estate:

- Noted and approved

13. ELECTION OF PBC EXECUTIVE COMMITTEE

As only one (1) nomination was received for the position of Chairperson, Mr Brian Earp was duly elected to the role of 2026 SC PBC Chairperson

14. As no nominations were received for the position of Secretary and Treasurer, nominations were called from the floor.

In the absence of any nominations from the PBC, and in accordance with **section 41(6A) Sanctuary Cove Resort Act 1985**, the Principal Body Corporate may determine that the holders of the office of Treasurer and/or Secretary **need not be Members Nominees** It was resolved the roles will be advertised to SC residents. As non-voting members of the PBC, applicants will be considered via a merit-based selection process.

Action: Before 19/12/2025, the merit selection panel members will compose an advertisement for distribution to the SC community. The panel members will meet in mid-January to consider the applications and conduct interview/s to fill the vacant roles.

Tony McGinty will approve invoices for the interim until a Treasurer is appointed.

15. The following members were appointed as Ordinary Members of the Principal Body Corporate Executive Committee.

1. Mr Peter Cohen
2. Mr David Francis
3. Mr Anthony McGinty
4. Ms Dianne Taylor

There were no further nominations from the floor to fill the two vacant voting positions as Ordinary Members. These positions must be filled by MNs and may be readvertised in 2026. As the minimum requirement for the EC is 5 voting members, there is no mandate to fill the EC to the maximum of 7 voting members.

At the September EGM, Mr Stuart Shakespeare was appointed to the PTBC Executive Committee as the representative of the Principal Body Corporate.

Stuart will provide the PBC with a short report from each PTBC meeting or, in the case of significant issues, will attend the PBC EGM.

16. General Business:

Amendment to Residential Zone Activities By-Laws:

- The Chairperson addressed a recent Facebook post, noting it has generated discussion within the community about the proposed RZABs.
- It was noted the proposed amendments arise from outcomes of previous referees' determinations, where the existing by-laws were found to be inadequate.

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

MEETING CLOSED at 11:47 AM

Chairperson: Mrs Cheryl McBride X.....



ANNEXURE

Chairperson's Report – Principal Body Corporate Annual General Meeting 15/12/2025

Fellow Members,

It is my pleasure to present this year's Chairperson's Report, reflecting a period of meaningful progress, renewed clarity, and strengthened governance for the Sanctuary Cove Principal Body Corporate (PBC). This AGM marks the culmination of a productive year in which the PBC has taken considered steps to improve transparency, protect community interests, and set a robust platform for the years ahead.

Implementation of the Administration and Facilities Management Agreements (AFMAs)

A major achievement for the PBC has been the execution and commencement of the new Administration and Facilities Management Agreements. This represents the most significant structural change to our operating arrangements in more than a decade.

The separation from the PTBC and splitting the Administration and Facilities Management functions into distinct 12-month agreements with Sanctuary Cove Community Services Ltd (SCCSL) has delivered:

- Clearer accountability for service delivery and financial reporting
- Greater transparency in operational costs
- Improved oversight by the PBC
- Flexibility to refine service expectations during 2026 based on performance and community feedback

These agreements were the result of extensive consultation, legal review, and careful negotiation. Their implementation marks a decisive step towards contemporary governance and improved value for all lot owners.

Fibre to the Home (FTTH) Network Evaluation

In response to the ageing network, its performance and the emergence of NBN and other providers within the resort, the PBC is undertaking a high-level assessment of the Sanctuary Cove Fibre to the Home network. This work will clarify:

- The strengths of the existing FTTH infrastructure
- Potential vulnerabilities arising from external provider connections
- Early indicators of where investment or upgrades may be required
- Opportunities to better safeguard service reliability into the future

This assessment has already prompted closer communication between the PBC and service providers. Further investigation and long-term planning will continue in 2026 as part of our future-proofing commitment.



Renewal of Governance Frameworks and Role Clarity

The year has also been marked by a renewed focus on governance excellence. The PBC has invested considerable time in improving procedures, refreshing the Terms of Reference, strengthening conflict-of-interest processes, and defining key roles more clearly including the expectations of Members Nominees under the Sanctuary Cove Resort Act.

This work supports a culture of transparency, respect and accountability. It also provides a more consistent foundation for decision-making, ensuring that every vote and every discussion is guided by shared expectations and a clear governance framework. This is particularly important given the diverse nature of our precincts and the wide-ranging issues that come before the PBC.

Introduction and Gazettal of Amended By-Laws

Following extensive consultation and legal review, the PBC successfully introduced and secured government gazettal of amendments to the Secondary Thoroughfare By-Laws. These changes modernise the by-laws and address long-standing issues relating to:

- Overnight parking on thoroughfare verges and visitor car parks
- Safe access in high-traffic zones
- Management of dogs on leashes while on the Secondary Thoroughfare

The amendments took effect from 1 December 2025, and Security will adopt a graduated enforcement approach to support compliance. These improvements will enhance safety, maintain the visual appeal of the community, and protect the integrity of our traffic and security systems.

Strengthened Communication and Engagement

Across the year, the PBC has continued to uplift communication with Members Nominees and residents. Newsletters have been expanded to provide greater visibility of decisions, upcoming projects and legislative obligations. The increased engagement from residents across some precincts is a positive sign that our community remains active, thoughtful and committed to the long-term wellbeing of Sanctuary Cove.

Expression of Gratitude to Staff

Heartfelt thanks to the Managers and other staff members for their excellent service and commitment to the SC community.

Looking Ahead

The year ahead brings opportunity. The work completed in 2025 has placed the PBC in a strong position to refine service standards, progress long-term infrastructure planning, and embed the principles of good governance that will support both stability and innovation.

Our priorities for 2026 will include:

- Full performance review of the AFMAs
- Ongoing FTTH planning and potential upgrade pathways



- Continued governance refinement, including digital transformation efforts
- Strengthening collaboration with Residents Bodies Corporate and precinct representatives
- A renewed emphasis on safety, compliance and respectful community standards

Sanctuary Cove remains one of Australia's most unique residential communities. Preserving its amenity and planning for its future requires diligence, care and a willingness to adapt. I extend my sincere thanks to fellow Members Nominees, our Executive Committee, precinct leaders, SCCSL staff, and residents for their contributions throughout the year.

Together, we continue to shape a Sanctuary Cove that is safe, connected, well governed, and future ready.

Cheryl McBride OAM

Acting Chairperson

Sanctuary Cove Principal Body Corporate

Annual General Meeting – 2025