



## **MINUTES OF EXECUTIVE COMMITTEE MEETING** **for Sanctuary Cove Principal Body Corporate 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 15 January 2026 at 9:00 AM  
**Meeting time:** **09:03am – 11:46am**  
**Chairperson:** Mr Brian Earp

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### **ATTENDANCE**

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

Lot 1702 Mr Peter Cohen (PC)  
Lot 1703 Mr David Francis (DF)  
Lot 1712 Mr Brian Earp (BE)  
Lot 107209 Ms Dianne Taylor (DT)

#### **The following members present by Voting Paper and In Person:**

#### **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)  
Ms Shanyn Fox - Facilities Manager (SF)  
Mr Mike Telea – Security Operations Manager (MT)  
Mrs Cassie McAuliffe – General Manager (CMA)  
Mrs Brogan Watling – In-House Counsel (BW)  
Mrs Cheryl McBride – Observer (CM)

#### **Apologies:**

Mr Tony McGinty

There being a quorum represented, the meeting opened at 09:03 AM.

No Conflict of Interest

The Meeting was recorded.

The Chairperson opened the meeting by inviting Mrs Cheryl McBride to attend as an observer, with the intention that she act as Secretary of the PBC in a non-voting capacity, following the merit selection panel's recommendation.

Unfortunately, there were no applicants for the position of Treasurer. Until an appointment is made the Chair and Tony McGinty will approve invoices.

**Action:** A motion to be submitted to the PBC EGM to formally confirm the appointment of Secretary.

### Mike Telea – Security Update and community concerns:

- Concerns regarding increased incidents of young people trespassing and fishing in the lakes were discussed.
- It was noted a recurring problem is near the Recreation Club, where gates are left open during the day, allowing vehicular access into Sanctuary Cove. The main offenders appear to be Uber and delivery drivers.
- Reports indicate google maps lead the drivers to this road/access.
- It was suggested to install a bollard. Electric scooters and bicycles tailgate through the gates. Security is monitoring to identify offenders.
- A proposed motion submitted by Corymbia regarding a security audit was discussed. It was agreed the Chair and Secretary would contact the Corymbia MN to arrange a meeting prior to the EGM agenda deadline. The intent is to discuss a potential hold on the motion to allow for broader engagement and a co-ordinated approach with stakeholders.

## Motions

### 1 Approval of PBC EC Minutes 13th November 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

**CARRIED**

**RESOLVED** that the Minutes of the PBC Executive Committee Meeting held on 13<sup>th</sup> November 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	2
No	0
Abstain	2

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen			X
Dianne Taylor	X		
David Francis			X
Tony McGinty			

### 2 Approval of PBC EC VOC Minutes 5<sup>th</sup> December 2025 – Investment Instructions and ARC minutes (Agenda Item 6.2)

Submitted by Committee

**CARRIED**

**RESOLVED** that the VOC Minutes of the PBC Executive Committee Meeting held on 5<sup>th</sup> December 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	2
No	0
Abstain	2

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen			X
Dianne Taylor	X		
David Francis			X
Tony McGinty			

### 3 Approval of PBC EC VOC Minutes 19th December 2025 - One month insurance renewal and ARC minutes (Agenda Item 6.3)

Submitted by Committee

**CARRIED**

**RESOLVED** that the VOC Minutes of the PBC Executive Committee Meeting held on 19th December 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

### 4 Referee Application for RZABL compliance for Lot 23 (Agenda Item 6.4)

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC instructs the Manager of Body Corporate to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the owner of Lot 23 Corymbia comply with Residential Zone Activity By-Law 3.1 (b) (c) Repair and Maintenance and 4.8 Unsightly items.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

**5 Recommendation of Secretary and Treasurer non-voting positions  
(Agenda Item 6.5)**

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC recommend the person/s selected by the merit selection panel to fill the Secretary's and Treasurer's roles and the motion will be presented for ratification by the PBC at the EGM on Thursday, 29th January 2026.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

**6 Recommendation of Paul Kernaghan for a second term as Nominee  
Director of SCCSL (Agenda Item 6.6)**

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC EC recommend to the PBC, pursuant to clause 5.6 of the Shareholders Agreement, the appointment of a PBC Nominee Director. The PBC authorises the giving of a notice (Notice of Appointment) to Sanctuary Cove Community Services Limited (SCCSL) and the Primary Thoroughfare Body Corporate (the PTBC) of its intention to appoint Mr Paul Kernaghan as its Nominee Director to the Board of SCCSL and its subsidiaries commencing on 7th March 2026.

Yes	4
No	0
Abstain	0

And further, **RESOLVED** that the PBC EC requests the body corporate General Manager to prepare and issue the Notice of Appointment contemplated in this motion along with the resume of Mr Paul Kernaghan and the motion for ratification at the PBC EGM on Thursday, 29th January 2026.

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

**7 PBC to nominate a voting Executive Committee Nominee to communicate with the Facilities Manager (Agenda Item 6.7)**

Submitted by Committee

**CARRIED**

**RESOLVED** that, in accordance with clause 7.1 of the Facilities Services Agreement, the PBC must nominate a voting Executive Committee nominee, as the authorised nominee to communicate with the Facilities Manager on behalf of the PBC.

Yes	4
No	0
Abstain	0

**Note:** In the event that no nomination is made, the Chairperson of the Executive Committee will be taken to be the nominee in accordance with clause 7.1 of the Facilities Services Agreement.

**NOTE: Peter Cohen was nominated and a motion will be submitted to the January PBC EGM.**

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

**8 PBC Executive Committee approves Version 6 of the Water and Wastewater Leakage Relief Policy (Agenda Item 6.8)**

Submitted by Committee

**CARRIED**

**RESOLVED** that the PBC Executive Committee approves Version 6 of the Water and Wastewater Leakage Relief Policy (DP500002) and resolves to:

1. Approve the updated Water and Wastewater Leakage Relief Policy (Document No. DP500002), as presented, incorporating minor amendments to improve clarity, consistency, and alignment with the City of Gold Coast Concealed Water Leak Policy (2 July 2024).
2. Note that the amendments do not materially change eligibility criteria, relief thresholds, or financial exposure and are intended to ensure consistency across the policy, application form, and supporting guidance documentation.

Yes	4
No	0
Abstain	0

**Action:** Authorise SCCSL to publish the updated policy on the website and implement it for all future applications from the date of approval.

Members Name	Yes	No	Abstain
Brian Earp	X		
Peter Cohen	X		
Dianne Taylor	X		
David Francis	X		
Tony McGinty			

## **Correspondence for Information (CFI):**

### **CFI 2. Village Gate Correspondence:**

- Construction of the turf and pathway is scheduled to commence next week.
- Landscaping is to be confirmed along the fence line.

### **CFI 3. FTTH network consultancy:**

- 330 responses were returned from the survey distributed in December. A report will be generated and communicated to the PBC by Gravel Road in February/March.

### **CFI 4. PBC Tree Risk Assessment – Civica:**

- A presentation outlining the tree risk assessment and associated recommendations was provided.
- **Action:** A motion will be tabled for the January PBC EGM agenda.
- The assessment identified street trees as generally low risk and parks and buffer zones low to moderate risk. The overall fire risk assessed is low with isolated moderate risks identified within denser buffer zone areas. 87% of trees were classified within the juvenile/semi mature category. The report recommended the implementation of an annual digital tree scan to establish and maintain a comprehensive digital tree inventory. It will operate as an asset register, capturing baseline data such as tree locations, canopy, height, and tree and root protection zones. Annual scanning will enable tracking of changes over time, early identification of emerging or urgent risks, and support informed decision-making in relation to ongoing maintenance, pruning, and or removal.
- Approximate cost for Digital Tree scan is \$20,000 annually.
- The letter and photos from Zieria were raised.
- The Edgecliff buffer was completed in 2022/2023 Termite nests were identified and treated in July, and November 2025. A system was implemented whereby identified trees and areas are marked and dated.

### **CFI 7. Proposed amendments of the RZABLS:**

- A more effective consultation process regarding amendments made to bylaws was requested at the December AGM. A draft copy is in the EC and EGM booklet and is awaiting review from the Governance Working Group.
- **Action:** Brogan (BW) to present RZABL amendment process as it applies to the recent Amenity and Pontoon Bylaws, at the January EGM.

## **Correspondence for Action (CFA):**

### **CFA 1. UAM Agreement Manning Real Estate:**

- Agreed and signed by two PBC EC members.

### **CFA 2. 3082 tree removal:**

- **Action:** Approved for removal, to be organised through Facilities.

### **CFA 3. Request for Action – Severe weather preparedness:**

- The draft response provided to SCCSL noted the disappointment raised regarding the provision of a safe location during severe weather events The issue is unresolved.
- Correspondence from SCCSL GM noted the InterContinental may be considered as a potential suitable venue.
- **Action:** SCCSL GM to contact the InterContinental to arrange a meeting to explore suitability and options.
- Regular meetings are scheduled with Barry Teeling (MSCD) for 2026 to facilitate communication and improve relationships. An agenda will be provided in advance, with the initial meeting to focus

on identifying a safe location during severe weather events, the proposed dog park within the new development, review of the lot 52 development plan, and future communication.

- **Action:** The draft correspondence to be held pending the outcome of the meeting with the InterContinental and GM.

**CFA 4. SC Village Resident information:**

- No comment.
- **Action:** To be forwarded to Stephen Anderson (MSCD).

**CFA 6. Request for builder sign to be removed at 5240:**

- The EC agreed the sign may remain in place until the final inspection has been completed.

**CFA 7. Biodiversity Dates:**

- **Action:** Wednesday 25<sup>th</sup> February 2026 at 9am.

**CFA 9. Letter to Mulpha requesting historical records of Stage 2:**

- **Action:** to be formally requested.

**General Business:**

**FTTH Update:**

- The consultant representing Gravel Road is scheduled to provide advice to the PBC within the 12-month timeframe stipulated under the contract with Harbour One.

**Parking update:**

- 8 LPRs were suspended during January for those with more than 3 breaches for parking.
- The stencilling will commence this week on the visitor' carparks.
- The EC will confirm temporary approvals for campervans to park overnight for the purposes of packing and unpacking. Security will be notified.

**Schotia Island Intersection:**

- Information on the number of offenders identified since installation of the camera is required.
- **Action:** A meeting is scheduled with Security and Compliance in the week beginning 19/01 to determine actions to reduce continuous breaches.

**Letter from Paul Sanders (Golf Club) regarding pump station:**

- An extensive report on the PBC/PTBC sewer pump infrastructure was discussed. A response to Paul Sanders, noting the issue originates from the CoGC – C01 pump station and is a matter for the CoGC to rectify.

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

**MEETING CLOSED** at 11:46 AM

Chairperson: Mr Brian Earp X.....