



## MINUTES OF EXTRAORDINARY 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:** Thursday 29 January 2026 at 10:00 AM

**Meeting time:** **10:01am – 12:28pm**

**Chairperson:** Mr Brian Earp

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### ATTENDANCE

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

Lot 21, 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Mr Stephen Anderson
Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703	Mr David Francis
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790	Ms Maxine Monroe
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107106	Schotia Island GTP 107106	Mr Lee Uebergang
Lot 107217	Tristania GTP 107217	Mr David Nelson
Lot 107278	Banksia Lakes GTP 107278	Mrs Andrea Luyckx
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 107442	Molinia GTP 107442	Mr Peter Game
Lot 107488	Darwinia GTP 107488	Mr Anthony Curtis
Lot 107509	Alphitonia GTP 107509	Mr Stephen Anderson

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

Lot 21, 81	Mulpha Sanctuary Cove (Developments) Pty Limited	(pre-voted)
Lot 1769	Roystonia GTP 1769	(pre-voted)
Lot 107353	Woodsia GTP 107353	(pre-voted)
Lot 107406	Corymbia GTP 107406	(pre-voted)
Lot 107509	Alphitonia GTP 107509	(pre-voted)

#### The following members present by Voting Paper:

Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107128	Felicia GTP 107128	Electronic vote
Lot 107209	Alpinia GTP 107209	Electronic vote

#### The following members were present by Proxy:

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

**Present by Invitation:**

Mr Stuart Shakespeare – PBC Representative to PTBC (SS)  
Mrs Cheryl McBride – PBC EC Secretary Non-voting (CM)  
Mr Mike Telea – Manager of Security Operations (MT)  
Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker - JS)  
Ms Shany Fox – Facilities Manager (SF)  
Mrs Cassie McAuliffe – General Manager (CMA)  
Mrs Brogan Watling – Inhouse Counsel (BW)

**Apologies:**

Mr Michael Longes  
Mr Neill Ford  
Mrs Dianne Taylor  
Mr Peter Hawley  
Mr Malcolm Jackman  
Mr Nabil Issa  
Mr Nick Eisenhut  
Mr Mick McDonald

**2.** 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**

Conflict of Interest: **Nil**

Standing orders were rearranged to reflect members' commitments

The Chairperson extended a warm welcome to Cheryl McBride and proceeded directly to Motion 3 to appoint her as the non-voting Secretary. The motion was carried.

**Action:** The chair of the Governance Working Group advised the intention is to develop a role statement for appointed positions to clearly delineate responsibilities and boundaries

**Security Concerns – Mike Telea (Manager of Security Operations):**

- Concerns were expressed regarding increased security breaches that provided potential for access to residents' property.
- The discussion was shared on-screen, with security weak points identified and photographed.
- As the issue extends beyond the PBC to the PTBC, Mulpha, the marina and the Golf Club, a joint stakeholder meeting will be convened to facilitate a coordinated and collaborative approach to resolving the risks.
- Concerns were noted regarding fence replacement on Palladium Boulevard, which currently allows unrestricted access to the golf course. The matter is being addressed, as per PTBC approval, December 2025.
- Other areas of concern include Rhodium Crescent and the compound off Edgecliff Drive.
- The Security manager reported between November 2025 and January 2026, 16 incidents were recorded, predominantly involving E-bikes—12 within the residential area and 4 near the swales at entry points. Incident frequency has recently decreased due to the return of school. The Pines gate is the area most breached.

- A video posted on TikTok encouraging children to fish at Sanctuary Cove was identified as a contributing factor to the recent increase in children entering without permission.
- It was recommended incidents at the Marina be recorded under general rather than being included in the monthly security report for the residential area.
- Police rarely respond to calls from security.
- **Actions:**
  1. Updates of work on identified security issues be added to matters in progress (MIPs).
  2. Stakeholder meeting to be convened by PBC Chair and a report provided.

## Motions

1	Approval of PBC AGM Minutes 15th December 2025 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson CARRIED

**RESOLVED** that the Minutes of the PBC Annual General Meeting held on 15th December 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	12
No	0
Abstain	11

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia			X
Alphitonia			X	Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia			X
Araucaria			X	Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes			X	Schotia Island	X		
Bauhinia				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 PBC EGM approve as per the recommendation of the PBC EC at the meeting held on 15th January 2026, 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	20
No	1
Abstain	2

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.

**Action:** Creation of role statement and nomination process for PBC nominee director on SCCSL to be undertaken by the GWG.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island			X
Bauhinia				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)			

<b>3</b>	<b>Appointment of Cheryl McBride to PBC Secretary as a non-voting member (Agenda Item 5.3)</b>	<b>Ordinary Resolution</b>
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Submitted by Chairperson

**CARRIED**

**RESOLVED** that the PBC EGM approve the appointment of Mrs Cheryl McBride to the position of PBC Secretary as a non-voting member as recommended by the PBC EC on the 15th January 2026.

Yes	22
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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 Facilities**

<b>4.1</b>	<b>APPROVAL OF PETER COHEN TO BE THE PBC EC COMMITTEE NOMINEE TO COMMUNICATE WITH THE FACILITIES MANAGER (AGENDA ITEM 4.1 FACILITIES)</b>	<b>Ordinary Resolution</b>
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Submitted by Chairperson

**CARRIED**

**RESOLVED** that, in accordance with clause 7.1 of the Facilities Services Agreement, and as per the recommendation of the PBC EC the PBC EGM approve Peter Cohen as the PBC EC nominee.

Yes	19
No	3
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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)			

<b>4.2</b>	<b>APPROVAL OF ENGAGEMENT AND EXPENDITURE FOR THE PLANT MANAGEMENT COMPANY TO REPLACE TURF ON MARINE DRIVE EAST (AGENDA ITEM 4.2 FACILITIES)</b>	<b>Ordinary Resolution</b>
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Submitted by Chairperson

**CARRIED**

**RESOLVED** that the PBC EGM authorises the expenditure of \$7,313.46 (incl. GST) for the engagement of The Plant Management Company to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12420.

Yes	23
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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)			

**4.3 APPROVAL OF ENGAGEMENT AND EXPENDITURE OF SMARTSTONE  
FOR KERB UPGRADE AND DRIVEWAY ON KEY WATERS (AGENDA  
ITEM 4.3 FACILITIES)** Ordinary Resolution

Submitted by Chairperson

**CARRIED**

**RESOLVED** that the PBC EGM authorises the expenditure of \$5,478.35 incl. GST for the engagement of Smartstone to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12784.

(It is noted that the lot owner has contributed 50% of the total cost).

Yes	23
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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)			

**4.4 APPROVAL OF ENGAGEMENT AND EXPENDITURE OF THE PLANT MANAGEMENT COMPANY TO UNDERTAKE WORK AT JACARANDA PARK (AGENDA ITEM 4.4 FACILITIES)**

Ordinary Resolution

Submitted by Chairperson

**CARRIED**

**RESOLVED** that the PBC EGM authorises the expenditure of \$5,970.25 incl. GST for the engagement of The Plant Management Company to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12420

Yes	22
No	1
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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)			

4.5 APPROVAL OF ENGAGEMENT AND EXPENDITURE OF SPRINGJET TO UNDERTAKE PRESSURE CLEANER/JET RODDER REPLACEMENTS (AGENDA ITEM 4.5) Ordinary Resolution

Submitted by Chairperson

CARRIED

**RESOLVED** that the PBC EGM authorises the expenditure of \$16,404.04 incl. GST for the engagement of Sprintjet to undertake the proposed works as outlined, with funds to be allocated from the Sinking Fund - GL Code 222280

Yes	23
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				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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)			

4.6

**APPROVAL OF ENGAGEMENT AND EXPENDITURE OF CIVICA  
ARBORSAFE TO UNDERTAKE THE 2026 ANNUAL DIGITAL TREE SCAN  
(AGENDA ITEM 4.6)**

Ordinary Resolution

Submitted by Chairperson

CARRIED

**RESOLVED** that the PBC EGM agrees to approve expenditure of \$25,360.50 Inc GST for the engagement of Civica ArborSafe to undertake the 2026 Annual Digital Tree Scan and integrate the resulting data into the ArborSafe system, with funds to be expended from the Sinking Fund – Landscapes Code - 22280.

The total cost is to be apportioned as follows:

PBC - \$25,360.50 Inc GST

PTBC - \$3,789.50 Inc GST

Yes	17
No	5
Abstain	1

The PBC further notes **RESOLVED** that, due to the highly specialised and technical nature of the digital tree scanning service, only one quotation has been obtained, and accordingly approves a reduction in the minimum required number of quotations from two (2) to one (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				Molinia			X
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia				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. Correspondence for Information:

### CFI 5. FTTH Survey:

- The Facilities manager advised the survey has been reopened for Corymbia to vote as they were omitted from the distribution list.

### CFI 7. Matters In Progress (MIPs):

- A person responsible for the matter to be identified for each task
- **436 SG Irrigation:** The Sanctuary Green Irrigation project and its completion timeline was questioned. An invitation was issued to review the works commenced and to be briefed on the current project status.  
**419 Village Gates** – Concerns were raised re the concrete wall, the pedestrian pathway, the lack of screening with H1 air cons, and the inconsistency in amenity compared to other SC gate entries. The Facilities Manager will attend a meeting with the Mulpha Project Manager for 2nd February 2026, to discuss concerns and proposed timelines.
- **Action:**
  1. Manager of BC to update MIPs.
  2. Facilities Manager to report on Mulpha updates.

## 7. Correspondence for Action:

### CFA 1. Urban Forest Strategy:

- For note: A fire hazard risk may exist within the Edgecliff buffer due to the presence of dead foliage. The expert's report was questioned.
- A quotation has been obtained for clearing the site, noting that the works were last undertaken in 2022/2023.
- 11 termite nests were identified and treated in July 2025. Additional termite nests were identified and treated in November 2025. All nests have been clearly marked and dated to ensure ongoing monitoring.
- **Action:** Relevant quotations for works, to the February PBC EGM.

### CFA 2. Plumeria request for Village Resident Information:

- The PBC advised a fee for H1 residents traversing through the Residential Zones cannot be imposed - SCRA's 56 lot owners on the adjacent site hold a right of way through the SC residential zone.
- **Action:** JS and CM to draft a letter to advise Plumeria of outcome.  
**Action:** Information letter for H1 residents is drafted and will be sent to Mulpha representative on 30/03/26 by PBC secretary.

## 8. General Business:

### 8.1 Governance Review Update – Simone Hoyle (SH):

- The Governance Working Group Chair outlined five key matters:
  1. The PBC Terms of Reference (TOR) role statements will be updated to include specific reference to the roles and parameters of non-voting members.
  2. A key area of focus is the clarification and formalisation of delegated authorities for the PBC Executive Committee, and the Subcommittees.
  3. The RBC Terms of Reference and associated role statements will provide greater clarity regarding role boundaries and delineation of responsibilities.
  4. The Group is considering an implementation and training framework aligned to the documents, which will embed appropriate behaviours and drive positive, sustainable change.
  5. Securing community alignment, support, and a clear understanding of the proposed pathway is paramount.

- In-House Counsel was consulted regarding the use of proxies and provided sound advice that will be incorporated into the PBC TOR.
- The Group are looking at a longer term versus a short-term goal for the Community App.

#### **8.2 Harbour One resident using Paul Toose Park:**

- A H1 resident continually abuses his access behind the gates by using Paul Toose Park to take his dogs off leash.
- **Action:** Manager of BC to formally advise person to cease using the PBC facilities.

#### **8.3 Visitors carparking on Secondary Thoroughfare (ST):**

- Request: Vehicles within the Caladenia RBC not be issued infringement notices when parked in visitors' car parks.
- The request cannot be accommodated, as the amendments to the Secondary Thoroughfare by-laws have been passed and gazetted.
- Compliance personnel will provide written approval, on a case-by-case basis, for visitors staying overnight.

#### **9. PBC Motions Feb 26:**

- Governance Review motions
- Tony McGinty as Treasurer
- PBC Insurance – Strata Residential Property and Public Liability

#### **10 Next meeting 26 February 2026**

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

**MEETING CLOSED** at 12:28 PM

Chairperson: Mr Brian Earp X.....