



MINUTES OF EXECUTIVE COMMITTEE 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, 12 February 2026 at 9:00 AM

Meeting time: 9.00am – 10.36am

Chairperson: Brian Earp

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702 Peter Cohen
Lot 1712 Brian Earp
Lot 107209 Dianne Taylor
Lot 107399 Tony McGinty

The following members present by Voting Paper and In Person:

Lot 1702	Peter Cohen	Committee member present
Lot 1712	Brian Earp	Committee member present
Lot 107209	Dianne Taylor	Committee member present
Lot 107399	Tony McGinty	Committee member present

Present by Invitation:

Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker)
Mrs Cassie McAuliffe – General Manager
Mrs Brogan Watling – In-house Counsel
Ms Shanyn Fox – Facilities Services Manager

Apologies:

Mr David Francis
Mrs Cheryl McBride (Non-Voting Member)

There being a quorum represented, the meeting opened at 9.00 AM.

Nil Conflict of Interest

The Meeting was recorded.

Motions

1 Approval of PBC EC Minutes 15th January 2026 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

CARRIED

THAT the Minutes of the PBC Executive Committee Meeting held on 15th January 2026 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		
Tony McGinty	X		
David Francis			

2 Approval of PBC EC VOC Minutes 19th January 2026 - Approval for Investment Instructions (Agenda Item 6.2)

Submitted by Committee

CARRIED

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 19th January 2026 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		
Tony McGinty	X		
David Francis			

3 Approval of PBC EC VOC Minutes 27th January 2026 - One month insurance renewal (Agenda Item 6.3)

Submitted by Committee

CARRIED

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 27th January 2026 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		
Tony McGinty	X		
David Francis			

4 Recommend approval of Tony McGinty as Treasurer for the PBC (Agenda Item 6.4)

Submitted by Committee

Motion CARRIED.

THAT the PBC EC recommend the PBC EGM approve the appointment of Tony McGinty to the position of PBC Treasurer as per the motion passed at the PBC EC on the 15th January 2026.

Yes	4
No	0
Abstain	0

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

5 Amendment to GL Code in motion 4.6 of January PBC EGM (Agenda Item 6.5)

Submitted by Committee

CARRIED

THAT the PBC EC notes Item 4.6 of the PBC EGM held on 29 January 2026 and approves a correction to the GL code for the approved expenditure relating to the 2026 Annual Digital Tree Scan by Civica ArborSafe.

Yes	4
No	0
Abstain	0

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

6 SRB Consulting reports regarding Stormwater outlet and revetment wall (Agenda Item 6.6)

Submitted by Committee

CARRIED

THAT the PBC Executive Committee

1. Notes the findings of the SRB Consulting reports regarding the condition of the stormwater outlet and revetment wall within the easement between 2026 and 2030 The Circle.

2. Acknowledges that a fixed-price approach cannot be applied due to the inability to confirm underground conditions and define a final scope of works prior to excavation.

3. Endorses in principle the use of a Schedule of Rates (SOR) procurement approach and instructs the Facilities Manager to proceed with seeking a formal SOR proposal from a suitably qualified contractor, for the purpose of enabling further consideration by the PBC at a General Meeting.

4. Notes that:

- any proposed works will remain subject to PBC approval at a General Meeting prior to commencement; and
- no commitment to undertake works is authorised at this stage.

5. Notes that the works at The Circle are listed as a Sinking Fund project for the 2025/2026 period and that, subject to the successful delivery and outcomes of these works, the same approach should be applied to progress the stormwater works identified at Marine Drive North, which are also included in the Sinking Fund for the same period.

Yes	4
No	0
Abstain	0

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

Correspondence for Information (CFI):

CFI 2. Notice of Appointment – PTBC Nominee Director

- The process, set out in Shareholders Agreement for PTBC to notify PBC and Company of proposed appointment, was explained.
Action: Legal Counsel advised work is being undertaken to amend the SCCSL/PBC/PTBC Shareholders agreement.

CFI 3. Informal Meeting - Barry Teeling State Development Director Mulpha Australia Ltd

- Items in CFI were expanded.
Action: Facilities Services Manager to follow up with Civil Project Manager, Mulpha Australia Ltd to obtain updated plans relating to further works re landscaping near Village Gates.
Action: Manager of Body Corporate Services to confirm with Mulpha personnel, the number of buggy parking spaces that may be reduced by the awning installation.

CFI 5. Primary Legal Sources

- The appointed secretary is required, as per legal and governance sources, to attend to all the duties of an elected secretary. The sole difference is an inability to cast a vote.

CFI 7. Intercontinental Hotel Meeting

- The meeting with the Intercontinental GM, SCCSL GM, PBC Chair, and Secretary had a positive outcome - the Intercontinental GM agreed to provide shelter, power and facilities should residents be in need during/after an extreme weather event.
- The Emergency Guidelines will be updated and communicated to residents.
Action: SCCSL GM to contact Intercontinental GM to request a draft MoU.
Action: SCCSL to update Emergency Guidelines.

Correspondence for Action (CFA):

CFA 1. Sewer Odour Issues

Action: Secretary to draft response to SCGCCH GM based on information provided by Facilities Services Manager.

CFA 3. Recovery of Costs – Uber Driver Incident

- Legal Counsel noted the broker confirmed the insurance policy will not cover the damage. It was also noted that a police report is to be completed for similar incidents in the future.
Action: Motion to PBC EGM recommending that the outstanding balance be written off.

Reports For Information:

- **Action:** Manager of Body Corporate Services to send updated information for the Ops Report to MNs.
- Legal Counsel raised a query regarding voting entitlements and sought direction from the EC. The view was that voting entitlements should remain as per current process.

General Business:

- The \$77,993 amount allocated for consultant costs was queried. The Treasurer advised to add this as a line item.
- **Action:** SCCSL GM to confirm the specific purpose of the Consultancy allocation.

Newsletter

- It was advised that the speed limits displayed on Google Maps are incorrect, showing 80km/h instead of 40km/h. Alpinia MN to forward the relevant details to the Secretary for inclusion in the next PBC newsletter.

Facilities Update:

Sanctuary Greens & A Class Water Project

The Facilities Services Manager provided the following information:

1. Previously, in Stage 2, lot owners were required to install irrigation within the PBC verge, together with a conduit beneath the driveway. The irrigation requirement was removed; however, the conduit infrastructure component remained in place.
2. Prior to commencement of the project, a considerations paper was submitted to the EC and included alternatives to undertake a detailed on-site audit. To lessen costs, the EC members decided the task should be completed by SCCSL.
3. The December 2025 Facilities Operations Report recorded that the project had been separated into two stages: (1) Design (Consultant) and (2) Works. Delays are attributable to the desktop audit, noting that locating, obtaining and verifying historical plans and documentation, and seeking relevant information from Mulpha personnel, has proven challenging, with some information either unavailable or incomplete.
4. The consultant's system design and specifications are complete, pending finalisation of the desktop review.
5. Following completion of the desktop review and finalisation of the consultant's tender documentation, CSC members will review the documentation prior to proceeding to tender.

A Class

The Facilities Services Manager advised:

1. The Class A Water Project is progressing well and is currently in the testing and commissioning stage.
2. The rectification works at the Bunker and Cassia Pump Station are mostly complete and updates were provided to the PBC and PTBC Chairs.
3. Upon execution of the PTBC/CoGC supply agreement, the system will remain operating under C Class. Once the agreement is formalised, the system will transition to A Class, and the remaining C Class infrastructure will be decommissioned.

Village Gates

- The Facilities Services Manager met with the Civil Project Manager of Mulpha to discuss the areas surrounding the Village Gates. The intent is to prepare a plan/drawing identifying the proposed lots and landscaping works. Drawings outlining the proposed street tree locations were received, and a preference was communicated for Golden Pendas to ensure consistency with existing street trees. Mulpha’s Civil Project Manager agreed to install a small garden or feature tree within the entry side rock garden.
- Discussions regarding the wall will need to be undertaken with the PTBC, as it is a PTBC asset.

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

MEETING CLOSED at 10:36 AM

Chairperson: Mr Brian Earp X.....