

SANCTUARY COVE PRINCIPAL BODY CORPORATE GTP 202

A part of the Sanctuary Cove Resort Community



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, 26 February 2026 at 10:00 AM

Meeting time: 10:01am – 12:15pm

Chairperson: Brian Earp

ATTENDANCE

The following Members Nominees (MNs) were Present In Person at the meeting:

GTP 1703	Washingtonia Body Corporate	Mr David Francis
GTP 1712	Livingstonia Body Corporate	Mr Brian Earp
GTP 1790	Araucaria Body Corporate	Ms Maxine Monroe
GTP 2207	Plumeria Body Corporate	Mr Nick Eisenhut
GTP 2504	Colvillia Body Corporate	Mr Robert Nolan
GTP 107106	Schotia Island Body Corporate	Mr Lee Uebergang
GTP 107128	Felicia Body Corporate	Mr Malcolm Jackman
GTP 107209	Alpinia Body Corporate	Ms Dianne Taylor
GTP 107360	Adelia Body Corporate	Mr Gary Simmons
GTP 107434	Zieria Body Corporate	Mr Hugh Martin
GTP 107406	Corymbia Body Corporate	Ms Suzi Ledger
GTP 107442	Molinia Body Corporate	Mr Peter Game
GTP 107488	Darwinia Body Corporate	Mr Anthony Curtis

The following Members Nominees (MNs) were present by Electronic Vote as well as In Person:

Lot 10740	Corymbia GTP 107406	Owner present (pre-voted)
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The following Members Nominees (MNs) were present by Electronic Vote:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
GTP 1702	Cassia Body Corporate	Electronic vote
GTP 1769	Roystonia Body Corporate	Electronic vote
GTP 107509	Alphitonia Body Corporate	Electronic vote
GTP 107053	Acacia Body Corporate	Electronic vote
GTP 107217	Tristania Body Corporate	Electronic vote
GTP 107278	Banksia Lakes Body Corporate	Electronic vote
GTP 107353	Woodsia Body Corporate	Electronic vote
GTP 107399	Caladenia Body Corporate	Electronic vote

The following Members Nominees (MNs) were present by Proxy:

Nominee	Representing
Lot 21 Stephen Anderson	Mulpha Sanctuary Cove (Developments) Pty Limited
Nominee	Representing
Lot 81 Stephen Anderson	Mulpha Sanctuary Cove (Developments) Pty Ltd
Nominee	Representing
Lot 83 Stephen Anderson	Mulpha Sanctuary Cove (Developments) Pty Limited
Nominee	Representing
Stephen Anderson	Alphitonia GTP 107509

Present by Invitation:

Mrs Cheryl McBride - PBC EC Secretary Non-voting (CM)
Mr John Venn – Representing Cassia GTP 1702 (JV)
Mr Peter Hay – Representing Woodsia GTP 107353 (PH)
Mr Michael Kowalczyk – Body Corporate Manager & Minute Taker (MK)
Ms Shanyn Fox – Facilities Manager (FSM)
Mrs Cassie McAuliffe – General Manager (GM)
Mrs Brogan Watling – Inhouse Counsel (BW)
Mrs Tamara Jones – Office Manager (TJ)

Apologies:

Mr Peter Cohen – MN for Cassia GTP 1702
Mr Tony McGinty – MN for Caladenia GTP 107399
Mrs Simone Hoyle – MN for Roystonia GTP 1769

1. 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.

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

3. The Meeting was recorded: **Yes**

4. Conflict of Interest: **Nil**

Motions

1	Approval of PBC EGM Minutes - 29th January 2026 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Minutes of the PBC Extraordinary General Meeting held on 29th January 2026 be accepted as a true and correct record of the proceedings of the meeting.

Yes	18
No	0
Abstain	6

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia			X	Harpullia			
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)	X		

2	Appointment of Tony McGinty to PBC Treasurer (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the PBC EGM approve the appointment of Mr Tony McGinty to the position of PBC Treasurer as recommended by the PBC EC on the 12th February 2026.

Yes	22
No	0
Abstain	2

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia	X			Harpullia			
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)	X		

3 Write Off of Outstanding Debt (Agenda Item 5.3) Ordinary Resolution

Submitted by Chairperson **Motion CARRIED**

RESOLVED THAT the PBC approves to write off a debt totalling \$9,980.00 incurred as a result of carrying out works to a street light on the Secondary Throughfare following an Uber driver’s collision with it.

Yes	20
No	4
Abstain	0

Explanatory note: In November 2024, an Uber Eats driver (who had just delivered food to a resident) allegedly lost control of his vehicle and collided with a street light on secondary thoroughfare. Security attended the incident and requested insurance details and a driver’s licence. The driver was unable to produce an Australian driver’s licence or provide any insurance information to our Security Team. He produced an Indian driver’s licence. The police were not notified. Repairs were undertaken to the street light at a cost of \$12,980 that the PBC paid for. The Uber driver was contacted and requested to reimburse the PBC the cost of the work and an invoice was issued. After some time, the Uber driver agreed to enter into a payment plan with the PBC. He paid \$3,000 under that payment plan but has now defaulted and not made a payment for 8 months. Further, he is no longer responding to emails or telephone calls. There remains an outstanding debt of \$9,980.00. A law firm has estimated that some preliminary next steps could include a) issuing a letter of demand (estimated to cost between \$500-\$750 plus GST) and carrying out a skip trace (estimated cost of \$380 plus GST) to confirm he remains in Australia. If he was located, the next step would be commencing proceedings to recover the debt. Commercially, the EC’s recommendation is that recovery of the debt is not pursued given the additional costs required and potential future litigation.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

4	PBC Terms of Reference & Governance Definitions and Acronyms (Agenda Item 5.4)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the revised *PBC Terms of Reference*, including the Governance Definitions and Acronyms.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	23
No	1
Abstain	0

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

5	PBC Delegations of Authority (Agenda Item 5.5)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *PBC Delegations of Authority*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Yes	24
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

6	PBC Chair Role Statement (Agenda Item 5.6)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *Role Statement for the Chair*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	23
No	1
Abstain	0

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

7	PBC Secretary Role Statement (Agenda Item 5.7)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *Role Statement for the Secretary*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	23
No	1
Abstain	0

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

8	PBC Treasurer Role Statement (Agenda Item 5.8)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *Role Statement for the Treasurer*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	23
No	1
Abstain	0

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

9 PBC Members Nominee Role Statement (Agenda Item 5.9) Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *Role Statement for the Members Nominee*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	22
No	1
Abstain	1

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

10	PBC Appointment of Proxy Procedure (Agenda Item 5.10)	Ordinary Resolution
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Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate approve the *Appointment of Proxy Procedure and template form*.

The revised governance documents reflect feedback from RBCs, the Executive Committee and SCCSL, together with extensive discussion and review by the Governance Liaison Group (GLG) following earlier iterations and are intended to strengthen the overall effectiveness and resilience of the PBC governance framework.

Yes	24
No	0
Abstain	0

Key strategic refinements:

1. **Stronger governance discipline** through clearer separation between PBC decision-making and matters progressed under approved governance arrangements – PBC delegations of authority.
2. **Improved role clarity**, enabling the EC and sub-committees to focus on oversight, coordination and execution rather than parallel governance.
3. **More usable governance instruments**, with the Delegations Register simplified and structured to support practical decision-making and accountability.
4. **Better alignment to a volunteer-led model**, recognising finite time and capacity and designing governance processes accordingly.
5. **Reinforced statutory importance**, clearly positioning the SCRA as the controlling framework, with governance instruments operating in support of it.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

11 Endorsement of Insurance Mentor Renewal Submission Report – 2025/2026 Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the Principal Body Corporate resolves to endorse the recommendations contained within the Insurance Mentor Renewal Submission Report for the period 31 December 2025 to 31 December 2026 and approves:

1. Renewal of the Infrastructure (Strata – Property) policy with CHU Insurance on the terms outlined in the report;
2. Renewal of the Public Liability policies for both PTBC GTP 201 and PBC GTP 202 on the terms outlined in the report; and
3. Acceptance of the proposed annual service fee as detailed within the report.

Yes	24
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

Discussion:

Members discussed the renewal submission and noted the limited market appetite for Sanctuary Cove risk, with a number of underwriters declining to quote and CHU being the only underwriter to provide terms at this stage. It was confirmed that the policy renewal date is 31 December annually, and that the PBC is currently on its second extension expiring late February 2026, with no further extension available, endorsement of the submission was required to avoid being uninsured.

Action: It was agreed to review the services provided by the PBC's Insurance Broker (Insurance Mentor) before the next renewal cycle. Action item created in MIP to review in the month of August.

12	Facilities	
12.1	APPROVAL FOR EXPENDITURE AND ENGAGEMENT OF SMARTSTONE GROUP TO UNDERTAKE FERNY LANE ROAD WORKS (AGENDA ITEM 6.1)	Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the PBC EGM authorise the expenditure of \$4,720.45 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	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the PBC EGM approves the engagement of Luscombe Civil Contracting Pty Ltd, to undertake the required remediation works to the stormwater outlet and revetment wall located within the easement between 2026 and 2030 The Circle, on the basis of the approved Schedule of Rates (SOR). Funds to be expended to Sinking fund – Stormwater Line – Project Code - 22496102 (SW-TC)

Yes	24
No	0
Abstain	0

In doing so, the PBC EGM:

1. Notes the findings and recommendations of the SRB Stormwater Outlet Condition report in relation to the stormwater outlet and revetment wall within the easement between 2026 and 2030 The Circle;
2. Acknowledges that all reasonable avenues to procure the works on a fixed-price basis have been explored and exhausted due to site conditions and associated uncertainties;
3. Approves that final costings, based on actual quantities undertaken under the Schedule of Rates, be presented to the PBC EGM for endorsement upon completion; and
4. Notes the proposed supervision, reporting and cost control measures outlined within the accompanying paper to ensure appropriate governance and financial oversight.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

Submitted by Chairperson

Motion CARRIED

RESOLVED THAT the PBC EGM authorises the expenditure of \$32,208.00 incl. GST for the engagement of Treelink Urban Tree Management to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12422

Yes	24
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia			
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)	X		

Governance Liaison Group Acknowledgement

A vote of gratitude was extended to the Governance Working Group under the exemplary leadership of Simone Hoyle.

7. Correspondence for Information:

CFI 3. RZABLs: Proposed amendments:

- The proposed RZABL amendments were discussed. It was noted the Residential Bodies Corporate (RBCs) are not required to update their by-laws following the PBC amendments. Should an RBC adopt any relevant changes, it may be useful in future enforcement/referee processes.
- RBCs may wish to update by-laws to avoid confusion in disclosure statements and future disputes once the RZABLs are gazetted.

CFI 4. Correspondence to Hon David Crisafulli:

- It was noted the correspondence arose from Security Services' feedback that police attendance has not occurred when assistance was requested during incidents involving refusal to comply.

CFI 5. Communication to Shareholders: Summary of SCCSL Board Meeting (February 2026):

- The Secretary advised that the SCCSL Chair had confirmed his authorship, clarified the attendees (Paul Kernaghan, Stuart Shakespeare and Stephen Anderson), and meeting date (being 5 February 2026).

CFI 9. Informal Notes from Meeting with MSCD Development Director:

- In response to a FTTH query, it was confirmed the Gravel Road consultant's final report and recommendations are expected in May 2026, when decisions will be considered.
- Further discussion occurred regarding the intended creation of a Dog Park in the new estate, Fairway Waters.

CFI 10. Informal notes from meeting with the Intercontinental Hotel:

- Members noted the meeting outcomes and positive engagement with the Intercontinental Hotel General Manager. His willingness to support the community during/after extreme weather events, including the provision of shelter, power and facilities, is appreciated.

Action: The Company is to progress updates to the Emergency Guidelines and provide updates on the draft MoU.

CFI 11. Google Maps feedback:

- Speed limits displayed on Google Maps are inconsistent with posted limits at certain entry points, creating challenges for enforcement discussions.

Action: MNs were encouraged to follow the step-by-step process outlined for submitting feedback to Google Maps to remove the incorrect speed indication.

CFI 13. Visitor Parking/Entry Points/Harbour One Updates

- FSM provided an update from MSCD regarding items raised in relation to Harbour One.
 - Fence adjacent to 4602 Harbour Terrace – installation scheduled for March.
 - Air conditioning unit screening – contractor and manufacturer advised that adequate ventilation is required. Enclosing the area would restrict airflow, risk condenser overheating and potential plant failure.

CFI 14. Village Gates & Landscaping Plans:

- It was noted the land on which the buggy path is located is currently PTBC land and remains outside PBC jurisdiction, although there is an intention for ownership to be transferred to PBC in the future.
- FSM noted the proposed landscaping works as discussed with MSCD. Lilly Pilly trees were confirmed as the selected species, as the initially proposed Golden Penda species are too small.

CFI 17. Matters In Progress:

- MIP Item 316 – Stage 2 DCBL Documentation
A brief update was provided regarding the status of Stage 2 documentation and the working group timing. It was noted the matter remains in progress and further updates will be provided.
- MIP Item 439 – Butner/Leslie
An update was provided by In-house Counsel. A further update from Chambers Russell is expected.
- MIP Item 452 – Audit of A Class Water Project
The Member for Zieria referenced the FSC Terms of Reference (TOR), noting that an audit by the FSC is required. The FSM clarified that a project evaluation will be undertaken upon completion and subsequently reviewed by the Contracts Subcommittee (CSC). A brief discussion followed regarding the terminology used, with agreement that the wording should refer to an "evaluation" or "review".

8. Correspondence for Action:

CFA 2. Sanctuary Greens Irrigation Project:

- It was noted the irrigation project presents complexities due to incomplete/uncertain historical information and variations in what exists on or adjacent to individual lots.
- It was further noted the current approach involves a desktop review, and variations are anticipated due to project unknowns.
- Concerns were raised regarding the scale and viability of the project, with 2 impacted MNs suggesting the whole project should be abandoned with an alternate consideration to lower the water rates for the affected residents rather than undergo the significant expense of a major project. It was agreed the 4 MNs would meet to discuss a way forward.
- Should the project go ahead, the FSM advised following completion of the desktop audit, on-site inspections may be required, and appropriate notification would be provided to any impacted bodies corporate. MNs from the Sanctuary Greens area indicated they would be willing to assist in facilitating access and gathering any required information. The FSM further noted the tender documentation will be tabled with the Contracts Subcommittee (CSC) for review prior to proceeding to market.
- A query was raised regarding irrigation infrastructure along Parkway Villas, where it appears no system has been installed. It was discussed that establishing a clear baseline for the infrastructure/requirements for new developments is necessary.

CFA 3. Off-Leash Dogs in Paul Toose Park:

- Ongoing issues with off-leash dogs in Paul Toose Park was discussed. In the period, 3:00pm 5:30pm the problem is exacerbated. Stronger enforcement measures, including formal breach action, were advocated.

Secretarial note:

At approximately 12:10pm, Mr Lee Uebergang (Schotia Island) and Mr Malcolm Jackman (Felicia) left the meeting.

9. Business Arising:

9.2. Overnight Parking in the Residential Area:

- The General Manager provided an update on year-to-date activity and it was noted recent rule changes and increased requests for exemptions resulted in additional administrative activity.

Action: The Company will provide a Management Policy on Visitor Parking to assist the EC with further discussions.

10. Next meeting:

The Chair discussed the timing of future meetings, with the majority in favour of bringing the start time of future meetings forward by an hour to 9am.

Consequently, the next meeting was confirmed for:

Thursday, 26 March 2026 at 9:00am

There being no further business the chairperson declared the **meeting closed at 12:15pm.**