

Sanctuary Lakes Corporate Structure



Above is a flow chart which shows Sanctuary Lakes corporate structure.

Sanctuary Lakes is made up of the **43 Owners Corporations** and each of these Owners Corporations is an incorporated member (owner) of SLRS.

Every year around August each of these Owners Corporations has an Annual General Meeting (AGM). It is at this meeting that an **Authorised Representative** for each owners corporation is elected to represent you. The authorised representative allows residents direct access to SLRS's decision making process.

An Authorised Representative is a natural person who has been appointed to be the representative of an owners corporation (incorporated member) at the AGM. Usually these people are members of the committee however, if there is no active committee it can be a lot owner who has attended the AGM. There does not need to be an active committee for the owners corporation (incorporated member) to have an Authorised Representative.

The role of the Authorised Representative is to:

(a) act for and on behalf of that member (owners corporation) in respect of anything done or required to

be done by the member under the constitution; and

(b) represent the member (owners corporation) at meetings (including voting); and

(c) sign documents including proxy appointments, and circular resolutions.

Generally SLRS invites all Authorised Representatives to two meetings per year. One meeting held in June which reviews the budget the Board has prepared. This meeting provides an opportunity for review and feedback before the Board budget approval. The other meeting held in November is the SLRS AGM where financial results are tabled, directors are elected, statutory matters are handled and any other business.

An Authorised Representative can put themselves forward to be a board member in accordance with the constitution of SLRS if they wish to do so. The annual remuneration of Directors is as follows: Chair \$5,568.18, Vice Chair \$4,459.95 remaining Board members \$3,351.72.

SLRS must have at least three and no more than nine Directors at any time.

The directors include a Chair and Vice-Chair. The holders of such offices in the company are elected from the directors amongst themselves, and together with the Chief Executive Officer will constitute the executive committee of the company.

The Directors are responsible for managing and directing the activities of the company to achieve the following purposes:

- To enforce, for and on behalf of each owners corporation member, the respective owners corporation rules of that member;
- To undertake all management and administration functions for and on behalf of each member, including without limitation the collection of all owners corporation fees due and payable to each member;
- To provide the owners corporation operations for which each member, as an owners corporation, would otherwise be responsible, in a manner beneficial to the Sanctuary Lakes Resort Development and in accordance with any applicable legislation, rules and standards agreed upon by the company and the members;
- To assume the role of the principal owners corporation in a layered scheme and so provide consistency with fees, benefits and rules across all members which are owners corporations;
- To manage, and maintain in good working order, any and all assets obtained by the company and held for the benefit of members, including the common property; and
- To do all other things and exercise all powers, rights and privileges as a natural person may do or exercise, for the purpose of furthering the above objects.

Trent Curwood is the Chief Executive Officer (CEO). The CEO is responsible for ensuring the direction given by the Directors is carried out. Trent has the overall responsibility for managing the operations of the organisation and reporting regularly to the Board about any actual or potentially major risks or events that may have an effect on the operations or organisation, as well as providing status updates on projects, events and tasks.

If you have any additional queries regarding this please feel free to contact us at any time.