

**Body Corporate and Community Management Act 1997**

**Aveo Peregian Springs Retirement Country Club  
21 Gracemere Blvd.,  
Peregian Springs. Qld. 4573  
Community Titles Scheme 31142**

**MINUTES OF ANNUAL GENERAL MEETING  
OF THE BODY CORPORATE**

**held on 29th September, 2017 at 10.00 am  
in Gracemere Manor.**

**Meeting opened at 10.00 am**

**1. Attendance & Apologies:**

Total number of Lot Owners in the Village eligible to vote – 120.

- 43 Lot Owners signed in as per register.
- 9 Postal Votes
- 1 Proxy Vote.

**Total no. of voters: 53**

**Quorum: 30** Quorum declared by Chairman, Jackie Stewart.

**Minute recorder:** Ailyn Lewis – Retirement Living Communities Assistant Manager.

**Apologies: 11**

Margaret Gordon, Ron Marshall, Frans Kroese, Mary Wearing –Smith, Doug Rice, BJ Hampton, Jane Hill, Pauline Shaw, Marjorie Vandenhurk, Betty Heather, Jill Ashenden,

**2. Proxies & Postal Votes:**

1 Proxy. 9 Postal Votes.

**3. Appointment of Scrutineers:**

Chairman, Jackie Stewart nominated Frank Gava, Hilary Warburton , Ron Heather.

All in favour. Carried.

**4. Chairman's Report:** Jackie Stewart.

Number of issues addressed this year by the Body Corporate.

Just a couple of points I'd like to make clear before we start.

Sharon Bateman, Retirement Living Communities Business Manager, is attending but will abstain from casting any votes.

Any member of the Body Corporate Committee who speaks for or against any motion put forward today is speaking personally.

Whilst the Body Corporate proposes the motions, it has no opinion on the matter, it is for the residents to vote as they see fit.

Welcome to all on the 2017/2018 Body Corporate Committee, especially our new member Tom Shaw. We are all looking forward to working with you Tom for the benefit of all our residents.

At this time I want to express my thanks to Margaret Gordon. Margaret has been diligent in her role of looking

after security in the village and we have certainly been fortunate to work with her this last 12 months.

Your Body Corporate Committee has worked well together and we have achieved quite a lot over the last year.

We are fortunate that there is an open line of communication to Aveo through our Community Business Manager, Sharon Bateman.

When dealing with a company this size sometimes we need a quick answer, sometimes we get it sometimes not.

It is important that we have a good working relationship with the Residents' Association Committee. That has been the case and I thank Chairman, George West and his team for their support.

A few of the things we've sorted out through the year:-

- 1) Front entrance gate.
- 2) Fountain - we'd like to thank the Residents' Association Committee for their donation.
- 3) New car parking area, being used by visitors and staff. Gardens are still to be finished.
- 4) Thanks to Trevor Davis for uploading Body Corporate Minutes to the Web page.
- 5) Garden Box at far end of Links Cove has been fixed after an unfortunate accident.
- 6) Annual tree pruning took place and please, we pay for arborists and gardeners to carry out this job, so when this is being done, could we let the gardeners do their work. If you have any issues, please address them to the Body Corporate Committee.
- 7) Lights in residential streets, working on this on a continual basis.
- 8) Refurbishment of Gracemere Manor – outdoor area has been more utilized.
- 9) Nothing to do with Body Corporate, but if I mention that Yarran Rd has been renamed by the Council as Narooma Road, often enough I might remember it!
- 10) Letter boxes have been cleaned, repaired and painted.
- 11) Please remember that the roundabout is NOT a parking area. Parking there can be dangerous to both pedestrians and other cars.

Looking forward to another year of learning about this great place we call home.

### **Secretary will now read the Motions.**

#### **5. MOTION 1:**

##### **Ratifying the Minutes – proposed by the Committee.**

That the minutes of the previous annual general meeting held on 23<sup>rd</sup> Sept 2016 as recorded in the Body Corporate minutes be ratified.

**Yes:** 53  
**No:** 0  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion passed.**

#### **MOTION 2:**

##### **Statement of Accounts – proposed by the Committee.**

That the annual statement of accounts for the financial year 1/7/16 to 30/6/17 be received and adopted.

**Yes:** 53  
**No:** 0  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion passed.**

### **MOTION 3:**

#### **Administrative Fund Budget and Contributions – proposed by the Committee.**

That the administrative fund budget showing nil income and nil expenditure for the next financial year is approved on the basis that the expenditure that would normally be paid from the administrative fund is being met by Australian Retirement Homes Ltd from the general services charge paid by residents of the scheme under the terms of the Caretaking Agreement.

**Yes:** 52  
**No:** 0  
**Abstain:** 1  
**Void:** 0

**The Chair declared the Motion passed.**

### **MOTION 4:**

#### **Sinking Fund Budget and Contributions – proposed by the Committee.**

- **Note amendment to this Motion – “.. the Sinking Fund contribution for the year ending 30 June 2018 be \$135,028...”**

That the sinking fund budget included with meeting notice is approved and pursuant to Section 139 (1) of the Body Corporate and Community Management (Standard Module) Regulation 2008, the Sinking Fund contribution for the year ending 30 June 2018 be **\$135,028** and that pursuant to Section 139 (1) of the Body Corporate and Community Management (Standard Module) Regulation 2008, the contributions in respect to the Sinking Fund shall be due and payable in monthly instalments of \$27.00 per lot entitlement.

It is further resolved that, pursuant to Section 141 (3) of the Body Corporate and Community Management (Standard Module) Regulation 2008, the Treasurer be authorised to issue the levy notices for the first five months of the following financial year at the interim rate as fixed by the Committee.

- Question raised by Pat Bowen – is there going to be a change in the monthly instalments due to the \$20K reduction?

John Weeden explained – The problem is when other budgets were prepared in June, Sinking Fund was increased at that time. ILUs were paying \$48 per month and this was increased for this year to \$54 - it then became payable in July. When further information became available in early September it became apparent that the increase to \$54 had not been sufficient. Option here was to stay with this figure or we could increase it. The reason that it wasn't increased was because members of the committees seemed to be against it.

- Question raised by Jackie Wearne: Does that mean we are running at a loss?

John Weeden - The short answer is “Yes”, a deficit of \$36,127. The Quantity Surveyor feels that a village like ours should have approximately \$300K in its Sinking Fund. At 30<sup>th</sup> June the balance was \$317,149 so if our deficit goes as per the budget we would finish the year with a balance of \$281,022.

Sinking Fund spent a lot of money on the termite barriers. Initially quoted as \$156K, Flick reduced the initial payment in the first year, but we have to make it up in the next two years. The levy of the \$24 pm for the ILUs will hopefully allow us to catch up with the \$156K.

**Yes:** 50  
**No:** 3  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion passed.**

**MOTION 5:**

**Audit – proposed by the Committee.**

That the Body Corporate’s Statement of Accounts for the financial year ending June 30<sup>th</sup> 2018 NOT be audited.

- Question: Pat Bowen – When was the last time they were audited?  
John Weeden – Audited 2-3 years ago and no anomalies were found. .

**Yes:** 53  
**No:** 0  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion passed.**

**MOTION 6:**

**Appointment of an Auditor – proposed by the Committee.**

That in the event of an audit being required, the audit of the Books and Accounts of the Body Corporate shall be carried out by Ernst and Young. (This motion is necessary in the event of an audit being required).

**Yes:**  
**No:**  
**Abstain:**  
**Void:**

*This Motion is now not required.*

**MOTION 7:**

**Insurance – proposed by the Committee.**

The following insurance be confirmed:-

**Building:** Strata Underwriters/ CGU  
**Public Liability:** QBE Insurance (Australia) Limited  
**Broker/Agent:** Gallagher Australia Pty Ltd  
**Period:** 30/4/2017 – 30/4/2018  
**Sum Insured:**  
**Building:** \$78,644,000 Excess \$1,000.00  
**Public Liability:** \$300,000,000 Excess \$1,000.00

**Yes:** 53  
**No:** 0  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion passed**

**MOTION 8:**

**Cleaning of Roads and Driveways - proposed by the Committee.**

Body Corporate propose the cleaning of Roads & Driveways stages 1-10 this Financial Year, 17/18.

- **Driveways considered for exclusive use of the resident, as stated in their PID.**
- **Two quotes were obtained for cleaning of roadways only –**
  - 1) Waterwise - \$9,990. This company uses village water so we need to add in the cost of water.**
  - 2) CMBM - \$12,350. This company uses their own water.**

George West spoke against the Motion - We can't afford this cost of at least \$12,000. We are going to have a deficit of \$36,000 by end of June next year as it is.

Brian Kelly stated that he would vote against the Motion. However, Brian stated that the cleaning used to be done and should be done again. (This statement was questioned by a number of residents). He also stated that in his opinion it is an obligation of the owner/operator of the village to clean the roadways and driveways on a regular basis.

Anita Marshall pointed out that the area is heading for a water shortage, so we should consider that!

John Davies spoke against the Motion. John agreed that driveways are for the exclusive use of the resident and pointed out that a number of residents do not have a driveway. Therefore, why should they have this cost placed on them?

Tom Shaw - Normal corporation road cleaning is done by Council road cleaners. The village is a private property.

Therefore it is the responsibility of the resident to clean their own area.

Arnold Vandenhurk – Queried the terms of PPS contract. Sharon responded below.

Sharon Bateman - If you don't have exclusive rights to your driveway it means that anyone could park there at any time of day/night! Sharon agreed that Management could ask PPS to gurney extremely dirty/dangerous areas of the village when required.

**Yes:** 5  
**No:** 48  
**Abstain:** 0  
**Void:** 0

**The Chair declared the Motion defeated.**

#### **6. Election of Body Corporate Committee:**

The Secretary assumed the role of Returning Officer for the Elections.

The Returning Officer declared all positions on the Body Corporate Committee to be vacant.

The following nominations were received for positions on the 2017/2018 BC Committee -

Chairperson - Jackie Stewart.

Secretary - Cheryl Hodges.

Treasurer - John Weeden.

As these nominations comply with Section 26(1) of the Body Corporate and Community Management (Standard Module) Regulation 2008, the nominees were elected unopposed.

Nominations for ordinary committee members – Terry Gleeson, Thomas Shaw, Arnold Vandenhurk, Bronwyn West.

As the nominations for ordinary committee members' positions comply with Section 27(3) of the Body Corporate and Community Management (Standard Module) Regulation 2008, the nominees were elected unopposed.

The Secretary expressed appreciation of the support given in many practical ways by all Committee members as well as Ailyn Lewis, Alli Holmes and Sharon Bateman.

Jackie Stewart – Thanked the diligent work of Treasurer, John Weeden and Secretary, Cheryl Hodges as well as all committee members. Big thank you to the gardeners, and John Chester.

#### **7. Close of Meeting:**

Meeting closed at 10.55am

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Next Annual General Meeting** – September, 2018