

**BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB**

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held  
3<sup>rd</sup> March, 2017  
Gracemere Manor,  
21 Gracemere Boulevard,  
Peregian Springs, QLD 4573**

**Meeting commenced at 9.02am**

**1. Attendance:** Jackie Stewart (Chairperson), Cheryl Hodges (Secretary), John Weeden (Treasurer), Arnold Vandenhurk, Bronwyn West, Margaret Gordon, Terry Gleeson.

Sharon Bateman (Community Business Manager).

Apologies: Nil.

Observers: Nil.

**2. Confirmation of meeting on 3<sup>rd</sup> February, 2017 Minutes:** Accepted as a true and correct record.

**Moved: Arnold Vandenhurk      Seconded: Bronwyn West.**

**#Ratification of appointment of Terry Gleeson as Ordinary Member, Body Corporate Committee.**

**Moved: John Weeden.      Seconded: Cheryl Hodges.**

**Unanimously endorsed by all BCC members.**

Chairperson, Jackie Stewart welcomed Terry as a member of the Body Corporate Committee and looks forward to his contribution to this Committee.

**3. Business arising from Minutes:**

3.1 Quote information for replacement of hallways' light fittings in Manor – Sharon Bateman.

Waiting for Ailyn Lewis to return from holidays as she has the contacts for lighting. In meantime, Sharon Bateman will source a product which could restore the light fittings to an acceptable appearance, rather than replacing them.

3.2 Solar lighting bollards in Links Cove & Sea Oak Drive – Marg. Gordon. Defer to Maintenance Report.

3.3 Dam pump on Golf Course – Sharon Bateman.

Dam on golf course is the property and responsibility of PSCC. Electricals on pump have been repaired.

3.4 Repairs to Fountain update – John Weeden, Cheryl Hodges. Defer to Maintenance Report.

**4. Outward Correspondence :**

- 4.1 Geff Vaughan, 5/2/2017 – acceptance of resignation from BCC.
- 4.2 Secretary, 8/2/2017 – Voting Outside of a Committee Meeting Minute.
- 4.3 Terry Gleeson, 10/2/2017 – re Vacant position on Body Corporate Committee.
- 4.4 Richard Aird, 11/2/2017 – re Removal of trees in adjoining villa.
- 4.5 Alan Curtis, 11/2/2017 – re Security gates on villas facing Yarran Road.

**Endorsed:** John Weeden

**Seconded:** Bronwyn West

**5. Inward Correspondence:**

- 5.1 Sheldon Toms, 8/2/2017 – re Fountain repair.
- 5.2 Terry Gleeson, 15/2/2017 – Acceptance of position on Body Corporate Committee.

**Received:** John Weeden

**Seconded:** Arnold Vandenhurk

**Cc. correspondence:** Nil.

**6. Business arising from Correspondence:**

- 6.1 Sheldon Toms, re Fountain repair – noted and filed.
- 6.2 Terry Gleeson – noted and filed.

**7. Treasurer's Report :** John Weeden.

This report is based on the financials for January 2017.

**Income:**

The income to the Sinking Fund from ILUs and SAs appears to be approximately \$8,500 below expected for the seven months. The Accountant has advised that money is transferred from the Aveo account to the Sinking Fund at varying times and more detail will be available when the Accountant visits us in early April.

Total Income for the seven months was \$57,825.

**Expenses:**

Expenses occurred across six categories; generally under \$2,000 except for Pest Control which was \$103,720 for installation of termite bait stations and \$16,000 for repair of termite damage to three villas.

Total Expenditure for the seven months was \$158,336 (much larger than income) but is almost \$10,000 under budget year to date.

## **Balance Sheet:**

Cash at bank was \$218,000 but in assets an amount of \$131,130 is shown payable by the Sinking Fund to the Service Agreement which leaves about \$87,000 “spendable” money available in the working account and another \$250,000 in term deposits. Unfortunately Bank Statements have not been available since November and the Accountant has been asked to forward our statements to Peregrian Springs rather than Brisbane.

**Moved: John Weeden**

**Seconded: Cheryl Hodges**

### **8 Community Business Manager’s Report** : Sharon Bateman. (Village Business Manager )

- Fountain repair – the difficulty in gaining quotes has been the rendering of the fibre glass surface – very few contractors will do this job! Sharon has arranged for a quote to be given for waterproofing, rendering & complete paint job including a guarantee & warranty for completed job.
- Car parks construction – the Sunshine Coast Council requires a copy of the Body Corporate AGM Minutes - the specific section where the car parks were voted in by residents.

This will be accompanied by a letter from the Secretary, signed also by the Chairperson, Jackie Stewart, advising that it was voted in and that the Body Corporate was in agreement with it.

Reason for this is that Council will not allow Halls (builder) to proceed until proof of the Body Corporate’s agreement is sighted!

- Ailyn Lewis has been appointed as Community Assistant Manager and will commence in that role on Thursday, 9th March.
- Finance statements – Sharon Bateman will invite Avan, Account Manager, to a Body Corporate Committee meeting to help clarify concerns which are expressed each meeting by the Treasurer as well as Committee members.

### **9. Community Assistant Manager’s Report:** None available this month.

(Previously, Village Coordinator’s Report)

### **10. Maintenance Reports** :

Bronwyn West (Gardening).Arnold Vandenhurk (Maintenance).Margaret Gordon(Security).

- See attached reports.
- Once again we ask residents to put gardening/maintenance requests in the book at the Manor and to please be aware that non urgent requests will be carried out when the gardeners are scheduled to be in their particular street. Please do not continue to approach the gardening staff with requests to be done outside their scheduled roster.

### **11. General Business** :

#### **11.1** Gardeners’ numbers down week beginning 13<sup>th</sup> February – Jackie Stewart.

Sharon has asked Miles to advise her when staff members are on annual leave or sick leave and who is replacing that staff member.

#### **11.2** Rubbish bins – number & cost – Jackie Stewart.

Each residence pays for a rubbish bin on their Rate Notice from the Council.

11.3 Body Corporate web site as proposed by Trevor Davis – Jackie Stewart.

Trevor Davis has established a Gracemere web site ([www.gracemerecc.org](http://www.gracemerecc.org)) which includes a section for the Body Corporate Committee. Committee members were asked if the Minutes of Committee meetings should be placed on this site? Following discussion, it was unanimously agreed that from the April, 2017 Body Corporate Committee meeting, the Minutes would be available on the web site. Hard copies of the Minutes would be placed in the library for collection by residents who do not have access to computers.

The following Motions were put to Body Corporate Committee members –

**Motion 1:** “As from April, 2017, Minutes of Body Corporate Committee meetings will be placed on the Gracemere web site (Body Corporate) and will not be distributed to all residents monthly.”

Moved: Jackie Stewart.                      Seconded: Cheryl Hodges.

Unanimously carried by all Committee members.

**Motion 2:** “As from April, 2017, hard copies of monthly Body Corporate Committee meetings will be available to all residents in the Library, Gracemere Manor.”\_

Moved: John Weeden.                      Seconded: Terry Gleeson.

Unanimously carried by all Committee members.

11.4 Manor Sound System – Jackie Stewart.

Trevor Davis asked for 1-2 Body Corporate Committee member/s to be shown the operation of the system for when he is away or unavailable. John Weeden and Terry Gleeson volunteered to undertake this responsibility.

11.5 Termite Inspections – Bronwyn West.

A number of residents have asked Bronwyn regarding regularity of inspection visits.

Sharon Bateman explained that these are now a Residents’ Association responsibility as payment comes out of the General Services Fund.

However, for residents’ information, Annual Inspections of all villas will be done in April – i.e. next month.

Date of next meeting: Friday, 7<sup>th</sup> April, 2017 at **9.00am** in Gracemere Manor.

Close of Meeting: 10.40am.

**Please Note :** Only Committee Members are required to attend.

**Lot Owners** may attend but cannot participate in discussions. Please inform the Secretary in writing of your intention to attend no later than 24 hours before the meeting.

**Non-Lot Owners** are invited to attend but cannot participate in discussions. Please inform the Secretary in writing of your intention to attend no later than 24 hours before the meeting starts.

**Correspondence** may be submitted to the Secretary by email **OR** placed in the Body Corporate letterbox at the entrance to the Manor.

**Correspondence** to reach the Secretary no later than 72 hours prior to the meeting, in order for that matter to be addressed by the Committee at this meeting.

*Maintenance/Gardening/Security Reports – March, 2017*

**GARDENING REPORT: BRONWYN WEST.**

Miles, PPS has prioritised the gardeners maintaining of the village over the last month.

- Weeding
- Watering with soaker hoses section 3, around the bowling green.
- Irrigation.
- Laying turf around the flag pole.

The irrigation around the centre fountain is being modified to increase the water flow to cover the whole area.

The cycles schedule is greater than expected.

The mowing will be delayed until week commencing 6<sup>th</sup> March.

If a gardening request is put in the book this request is then categorised by the gardeners, Aveo Management or PPS. Unless urgent, the requests will be completed in the gardening cycle which is when the gardeners are in each street. It is important that requests are logged into the book, not verbally discussed with the gardeners.

Car parks did not commence on 20<sup>th</sup> February as reported.

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**SAFETY & SECURITY: MARG. GORDON.**

I have been to Crestbrook and Seagrass streets to check the lighting

It seems alright but I will talk to Steve the head Gardener about trimming the hedges around the lights so that they throw out better lighting.

Aileen is still away at the moment but I will talk to her re another quote for 75 Solar lights.

I don't know what is happening at the front gate re lighting up the key pad – I will talk to Sharon about it.

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**MAINTENANCE REPORT: ARNOLD VANDENHURK.**

**BACKYARD VILLA 104**

Although the repairs to the Backyard of villa 104 was officially approved at the last B/C meeting, very little has been done to have the work carried out. The risers for the grade were purchased and picked up by me about two weeks ago. They are stored at the back of the gardeners' shed. The sleepers were picked up by me with the help of Viv. Smith (gardener) last Wednesday.

I checked with Leigh Kersnovske to schedule a time for the works to be carried out but was informed no decision was made and contrary to previous instructions (not to approach the gardeners direct) I was to contact and make direct arrangements with them. Steve (head gardener) was very cooperative and promised me the job will be scheduled for some time this week.

**FOUNTAIN UPGRADE**

I submitted two quotes for repainting of the fountain on the 14th February.

Quote from Ash Sellman was \$750.00 for three coats of water proofing membrane with a three year guarantee. Or quote for \$1000.00 for 4 coats of water proofing membrane with a 5 year guarantee. Both quotes did not include preparation of the existing surface prior to painting.

Quote from P.A Toms Waterproofing Pty Ltd.

Preparation of existing surface prior to painting \$1440.00 (This amount would be less if preparation would take less than two days).

Price for painting with waterproof membrane 3 coats \$1672.00 + gst.

No definite decision has been reached after more than 14 days. I was informed that repairs to the fountain was of prime importance because of the ugly appearance. Management was to direct John Chester to prepare the fountain for painting.

However, I was told that Management was to contact Higgins Painting Contractor for carrying out the painting and that Leigh Kersnovske was to obtain 2 more quotes for the job.

It has come to my notice that Higgins will not be carrying out the painting and to the best of my knowledge John Chester has not been given any instructions regarding the preparation of the surface nor have I been informed regarding the outcome of additional quotes. With the delay of decision making and the lack of communications, the job has been unduly delayed.

The change in the weather may well contribute to further delays unless we can persuade management to immediate action and proceed with the works immediately.

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