

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held
7th April, 2017
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

1. Attendance : Jackie Stewart (Chairperson), John Weeden (Treasurer), Cheryl Hodges (Secretary), Arnold Vandenhurk, Bronwyn West, Margaret Gordon, Terry Gleeson. Sharon Bateman Retirement Living Communities Business Manager.
Ailyn Lewis Retirement Living Communities Assistant Manager.

Apologies: Nil.

Observers : Nil

Visitor attending: Avan Umrigar – Aveo Senior Accounts Manager.

2. **Confirmation of meeting on 3rd March, 2017 Minutes:**

Accepted as true and correct record.

Moved: Arnold Vandenhurk Seconded: Bronwyn West.

3. Business arising from Minutes :

3.1 Quote information for replacement of hallways' light fittings in Manor – Ailyn Lewis.

Obtaining new quote as the cleaning process did not work.

3.2 Solar lighting bollards in Links Cove & Sea Oak Drive – Marg. Gordon.

Received quote – Gardeners have cut hedges on an angle. Sea Oak and Links Cove – hedges cut back.

New light outside V.117 – Wiring lighting not suitable. Solar DIY to be re looked at.

Solar Keypad at Gracemere Blvd. entrance – Feedback from residents - positive.

3.3 Repairs to Fountain update – Arnold Vandenhurk. Delayed due to weather.

3.4 Additional Car Parking spaces update – Sharon Bateman.

Body Corporate aware of letter of objection sent by a resident to Council regarding positioning of new car parking spaces.

Resident bordering new spaces has written letter of support for construction and work can now go ahead.

4. Outward Correspondence:

4.1 Troy Thompson, Development Manager, Aveo, 7/3/2017 – Body Corporate's agreement regarding construction of new car parking spaces.

Endorsed: Arnold Vandenhurk

Seconded: Bronwyn West

5. Inward Correspondence:

5.1 Vondel Stacey, 14/3/2017 – Re: Turf in Back Garden.

Vondel requested permission to lay artificial turf in the back area of her villa due to ongoing problem of browning of grass by her dog.

Following discussion, no objections were raised & Secretary will write to Vondel giving her the OK to proceed. Also Vondel to note that on her exit from the villa, the area must be restored to the original grass surface at her cost.

5.2 Pat Bowen, 16/3/2017 – re Wash down & Painting of Villas.

Defer to Manager's Report - Retirement Living Business Manager, Sharon Bateman

5.3 Arnold Vandenhurk, 21/3/2017 – Re: Rainwater Leaking into Lounge Room.

Defer to General Business.

5.4 Geff Vaughan, 22/3/2017 – re Access to Home Assist.

Retirement Living Community Business Manager, Sharon Bateman will discuss issue with the RAC. Issue is not a Body Corporate one.

5.5 Diane Bowen, 3/4/2017 – Re: Broken Porch light cover replacement – Retirement

Living Community Assistant Manager, Ailyn Lewis to source and purchase small stock for future replacements. If a resident has a query regarding responsibility for repair/replacement of anything outside their villa, it is suggested that they check firstly with Ailyn Lewis to ascertain if it is a BC responsibility – this would save delay in having to write to the BC & to wait for an answer.

Accepted: John Weeden

Seconded: Cheryl Hodges

6. Business arising from Correspondence:

As above.

7. Treasurer's Report : John Weeden.

INCOME:

The income which appeared to be \$5,000 below budget ytd was based on income including GST whereas the Statement of Income does not include GST. This means the discrepancy is only about \$700 and should be rectified by the end of the next month. It was helpful to have the Accountant, Avan, visit us to explain some complexities of the system.

EXPENSES:

In February there were items of expense in seven categories. One had been incorrectly coded and will be rectified in the next statement. The only item of concern which is over budget is Plumbing where there have been some downpipes and drains needing repair. The total expenditure for the eight months is \$164,000 which is \$28,000 under budget ytd.

BALANCE SHEET:

The Balance Sheet at the end of February shows \$86,530 Cash at Bank (actual spendable money) and the Bank Reconciliation shows "unpresented cheques" of \$133,000 (mainly for

termite baiting which has been accrued). All of which agrees with the Bank Statement total at 28 February of \$217,892.34.

There are two Term Deposits totalling a further \$250,000.

Moved: John Weeden. Seconded: Arnold Vandenhurk

8 Community Business Manager's Report : Sharon Bateman.

- AWLH residents attending BCC meetings as observers.
BCC members unanimously agreed to rescind the statement made in the Minutes, September, 2016 regarding the attendance of non-lot owners at BCC meetings as observers. 2nd

Under the Body Corporate & Community Management (Standard Module) Regulation 2008, 51(1)(a) only Lot Owners may attend BCC meetings as observers.

BCC meeting Minutes are available to all residents on the Gracemere web site and some hard copies are also available in the Library area.

It is important for AWLH residents to remember that if they have an issue regarding BC matters, they should put the issue in writing to the Community Business Manager, Sharon Bateman as she is the AWLH representative on the BCC.

Motion to accept the above action – Moved: Arnold Vandenhurk. Seconded: Terry Gleeson. All in favour.

- Council carparks – discussed in 3.4
- Brian Kelly – questioning BC's responsibility regarding cleaning of driveways & roads within the village. Following a Special Meeting of BCC members on Monday, 3rd April, 2017, this issue will be presented to all residents at the Body Corporate AGM in September when information regarding cost of this item can be put to all residents for a decision.
- Relocation of letter boxes on main driveway – Decision has been made to relocate these mail boxes for safety reasons. Solution 3 to execute, weather permitting. This will be a CRF cost & with 2 car parking spaces next to them, a much safer location.
- Date for Higgins work to be carried out will be known next week & dates for wash downs & painting of villas will be circulated to all residents.
- Sub finance meeting today – discussion around all budgets.
- Villa 46, Shade cloth on front verandah. – Sharon Bateman will write to resident as this addition is not to the standard of this village. A reminder will be placed in the next Newsletter that any external alteration/addition to a villa must be submitted in writing to the Community Business Manager for approval.

❖ **Aveo Senior accounts manager, Avan Umrigar, joined the meeting at 9.57am.**

9. Community Assistant Manager's Report: Ailyn Lewis.

- Solar lights - discussed in Business Arising.

10. Maintenance Reports : Bronwyn West (Gardening). Arnold Vandenhurk (Maintenance). Margaret Gordon (Security).
See attached.

11. General Business :

- 11.1 Cleaning of driveways and roadway – see Community Business Manager’s Report.
- 11.2 Lounge ceiling, Villa 114 – Lot owner advised Management regarding a leak from the roof after heavy rain – an issue with a tile in the valley.

This has been repaired. However, due to leak, ceiling needs painting. Leaves caught in narrow valley of roof caused leak into ceiling.

It is all lot owners’ responsibility to keep their gutters clear of debris. Home Assist will provide this service to eligible residents. Ailyn Lewis will obtain quote for gutter guard to protect valley on villa 114.

11.3 Scheduled maintenance for Smoke Alarm battery change - advice will be in Gracemere Newsletter. Residents to supply batteries.

11.4 Terry Gleeson – Gardeners would like to reduce height of hedges & to cut all hedges in a section the same height. Sharon Bateman will discuss this with PPS.

Date of next meeting: Friday, 5th May, 2017 at 9.00am in Gracemere Manor.

Close of Meeting: 10.47am.

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Chairperson

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Date

Maintenance/Gardening/Security Report Follows

Maintenance/Gardening/Security Reports – April, 2017

GARDENING REPORT: BRONWYN WEST.

The cycle of trimming and pruning shrubs and hedges has now been completed and yes it did take many weeks to complete. Now that autumn has arrived the growth of shrubs and hedges should slow down and the cycle of trimming each street will be done more frequently. The gardeners plan to commence trimming Links Cove on Monday 10th April.

One week after the lawns were mowed the new growth was very thick due to fertilising so the lawns were mowed again. The mowing will revert to once a fortnight until the cooler weather is here.

On Friday 31st March after the severe battering from the winds and rain, the gardeners and John, spent the day clearing away debris, trimming fallen trees and lifting pot plants back into their upright positions, blow vacuuming and Viv climbed an extension ladder to remove leaves and small branches from the netting over the pool!

SAFETY & SECURITY: MARG. GORDON.

Lighting Report.

The lighting in the village has been greatly improved by the hedges being cut lower and some of them cut on an angle.

Links Cove had 2 globes replaced. One at Villa 102 and another one at Villa 112.

There is still some extra trimming to be done around the light at Villa 79 and another shrub between Villa 98 and 99 This is in Sea Oak.

We now have a Solar light over the Key pad at the front gate thanks to Ailyn. This has certainly made a big difference coming in at night.

The street lights are coming on about 5.30 p.m. at the moment.

The units that are in Stage 3 at the top of Yarran Road now have their Security Gates fitted.

MAINTENANCE REPORT: ARNOLD VANDENHURK.

Although there are no new maintenance jobs reported to me. I like to inform you that the job at Villa 104 has now been completed.

The quantity of turf was slightly more than anticipated. However having the turf purchased from Coolum Turf. the purchase price was cheaper and cost of the increase in quantity was offset against the cheaper price as well as the cost of not having to purchase the top soil. The top soil was brought in from the new construction site at no extra cost. The overall cost should be slightly less than originally quoted.

With regards to the water fountain. I have informed Ash Sellman Waterproofing and P.A. Toms Waterproofing Pty .Ltd. of the outcome of the meeting and informed them that their quotes were not accepted.

I have been in contact with Adrian Mckechnie of Master Waterproofing Services. informing him of the acceptance of his quote. Due to the clement weather, he has been unable to make a start, but as soon as the weather permits he will be able to commence working on the project.
