

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

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
5<sup>th</sup> May, 2017  
Gracemere Manor,  
21 Gracemere Boulevard,  
Peregian Springs, QLD 4573**

**Meeting commenced at 9.00am**

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

2. Confirmation of meeting on 7<sup>th</sup> April, 2017 Minutes:

Accepted as a true and correct record.

Moved: Bronwyn West

Seconded: Terry Gleeson

3. Business arising from Minutes :

3.1 Quote for new lighting in Manor hallways – Ailyn Lewis.

The existing Manor hallway lighting is causing continuous maintenance issues.

Advice provided by CBM to committee to approve due to continuous maintenance.

Moved: Cheryl Hodges Seconded : Terry Gleeson, to purchase 84 Oysters LED (Atom 3014-18W) light fittings. All in favour.

Villa 184 Front Patio Lighting – Purchase 6 (six) no sensor and purchase 3 (three) with Sensor light fittings for future use.

Moved: Brownyn West Seconded : Margaret Gordon. All in favour.

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

Since cut back of hedges, lighting has improved.

CAM (Ailyn Lewis) to order solar lights to be placed in front of Villa 117 – also a couple of lights for Beachgrass Crescent's problem areas.

3.3 Start date for extra car parking spaces – Sharon Bateman.

Email from Troy Thompson - Council taking forwarded information from PSCC to ANOTHER meeting, may have start date by end of May, early June!

3.4 Start date for relocation of letterboxes on main driveway – Sharon Bateman.

This will commence today 5/5/'17. Relocation of some mail boxes at the current site, as requested by applicable residents, has been approved by Sharon Bateman.

3.5 Repair to roof valley drainage on villa 114 – Ailyn Lewis.

Eastern Plumbing has advised that “Stop Leak” is the best contractor for the job.

“Stop Leak” quoted \$300 + GST for this job. Approved by Body Corporate members.

Ailyn to organise.

3.6 Gardeners’ request to cut hedges in section at same height – Sharon Bateman.

Sharon has discussed this request with gardening team.

4. Outward Correspondence:

4.1 Arnold Vandenhurk, 9/4/2017 – re Rainwater leaking into lounge room.

Refer 3.5 - Repair to roof valley.

4.2 Dian Bowen, 9/4/2017 – re Replacement light cover on front porch.

Refer 3.1

4.3 Geff Vaughan, 9/4/2017 – re Home Assist accessibility of residents.

4.4 Vondel Stacey, 9/4/2017 – re Artificial turf in back garden.

4.5 Pat Bowen, 9/4/2017 – re Wash down/painting of villas.

Endorsed: John Weeden

Seconded: Arnold Vandenhurk

5. Inward Correspondence:

5.1 Sharon Bateman, 12/4/2017 – Information re new easement to be constructed by Sunshine Coast Council (Lot 3).

5.2 Ailyn Lewis, 13/4/2017 – Higgins schedule for wash down/painting of villas.

5.3 Anna Palthe, 1/5/2017 – re Rusted window frame, Villa 77.

5.4 Elton & Margaret Ord, 2/5/2017 – re Tunstall unit & NBN connection.

5.5 Martin Duell, 4/5/2017 – re Replacement of broken mowing strip, villa 17.

Accepted: Arnold Vandenhurk    Seconded: John Weeden

6. Business arising from Correspondence:

6.1 re 5.1 Noted & filed.

6.2 re 5.2 Noted & filed.

6.3 re 5.3 Villa 77 – Villa was purchased with back patio already enclosed.

Sharon Bateman will inspect damage and investigate previous records. Sharon will

then report back to the Body Corporate with guidance regarding responsibility for

damage. Resident reported that there was no visible sign of damage at time of purchase.

6.4 re 5.4 Body Corporate Secretary will forward this correspondence to RAC for action. Residents' information was provided in the Peregian Springs Village Newsletter – there will be a great outcome at the end of May to boost our network.

6.5 re 5.5 Body Corporate approved resident's plan to replace broken mower strip & addition of pebbles as stated – resident will pay for all materials & job.

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

### INCOME

The income from ILUs and SAs appears to be \$910 below my expected figure. The total income for the nine months is \$381 below budget ytd.

### EXPENSES

There were expenses in nine categories;

In two categories (QS Reports and R&M Plant & Equipment) there were expenses shown but no corresponding items in the Trial Balance.

In R&M Electrical is an amount of \$352 but only \$160 is shown in the Trial Balance. Even this may be incorrect as it relates to wiring in the Massage Room which is in Lot 183.

In R&M TV Antennae is a credit reversing an item wrongly coded last month. Unfortunately there is no corresponding credit in the Trial Balance or correcting item in R&M Electrical.

*The above items should be checked with Accounts Department.*

In R&M Roofs is \$450 for roof repairs; in R&M Plumbing is \$5,346 for stormwater repairs; in R&M Garden & Grounds is \$852 for pump repairs; in R&M Fountain is \$54 for plants and in Pest Control is \$472 for termite treatment.

The total expenditure for the nine months is \$171,439 which is \$44,611 under budget year to date.

### BALANCE SHEET

The Balance Sheet at the end of March shows \$93,984 Cash at Bank which agrees with the Bank Statement when modified by the Bank Reconciliation Statement.

There are Term Deposits totalling \$250,000

Moved: John Weeden

Seconded: Cheryl Hodges

## 8 Community Business Manager's Report : Sharon Bateman.

- Council Car parks – refer 3.3
- Relocation of letter boxes, main driveway – this should start today & residents who requested relocation of their mailboxes (nearer to Villa) will be accommodated.
- Higgins painting – schedule proceeding.
- Avan Umrigar (Aveo Senior Accounts Manager). Avan is now an authority on our Accounts so all reports will be forwarded to her & she has agreed to deliver Bank Statements & Bank Reconciliation reports to Treasurer, John Weeden, in a more timely manner!

- Sub Finance Committee meeting - to meet next Wednesday (10<sup>th</sup> May). This date will need to be changed as most committee members will be on Social Club outing!
- Reminder: Addition and alteration forms must be approved. If residents want to do any alterations and/or additions, they must seek management approval - there are some items which will require Body Corporate approval.
- Gate access on common property (top of Yarran Road). Sharon Bateman will discuss with Troy Thompson safety aspects at this site. Sharon to request that Development pay for an appropriate "safety" gate, and handrails leading up to gate because of the slope. If this is not forthcoming then gate to be replaced with another fence panel.
- Lot 3, roadways & driveways to be made good on completion of development. Sharon Bateman is compiling a list of defects for which the contractors will be held responsible. At completion of construction, Body Corporate members will "tour" the area to review/add to list.

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

11. General Business :

- 11.1 Replacement of smoke detector batteries – Cheryl Hodges.  
Residents to supply replacement batteries, ensuring they have the correct number of batteries for their villa/unit. Ailyn Lewis will put reminder & date of this job in the June Newsletter. Batteries to purchase are 9V.
- Gutter cleaning – Home Assist will do this job for eligible residents at a small charge. Jackie Stewart has also supplied a contact for residents to ring re this job - Bli Bli Handyman, Paul Carter, Mob: 0408 485 919. Email: [bliblihandy@bigpond.com](mailto:bliblihandy@bigpond.com)  
Paul has quoted - \$50 per hour cash or \$60 per hour card/cheque.
- Arnold Vandenhurk questioned clearing tree debris on golf course property at back of Villas in Links Cove. Sharon Bateman to address this issue with Troy Thompson when he next visits PSCC.

Date of next meeting: Friday, 2<sup>nd</sup> June, 2017 at 9.00am in Gracemere Manor.

Close of Meeting: 10.28am

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Chairperson

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Date

Body Corporate Committee

C.T.S. 31142

Maintenance/Gardening/Security Reports – May, 2017

**GARDENING REPORT: BRONWYN WEST.**

Report from gardeners is that all gardening jobs/requests are up to date & I have not had any issues for action identified by residents this month!

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

STREET LIGHTING:

The street lighting in the village seems to be more stable now.

Links Cove and Sea Oak Drive come on about 5.30p.m. and the other streets about 6p.m.

The hedges still need to be trimmed a little lower as well as being shaped on an angle to allow more spread of light.

The front gate is now set to close at 5.15p.m and reopen at 5.30a.m.

The Solar light on the Key Pad has certainly made a difference for people driving in at night.

A few of the residents from the Manor have been going for a walk just before 6pm.

I think this is dangerous as it is dark by then at this time of the year.

I have spoken to Ailyn about it so she will deal with the situation.

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**MAINTENANCE REPORT: ARNOLD VANDENHURK.**

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