

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday 7th July, 2017 at 9.00am
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced at 9.02am

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

Apologies: Cheryl Hodges (Secretary)

Observers : Nil

2. Confirmation of minutes of previous Committee meeting held 2nd June, 2017.
Accepted as a true and correct record.

Moved: Terry Gleeson

Seconded: Bronwyn West

3. Business arising from Minutes :
 - 3.1 Solar lights in Links Cove & Beachgrass Crescent – Ailyn Lewis and Margaret Gordon.
Difficulty in locating supplier of preferred solar light with blackout at back of fitting.
Ailyn Lewis to follow up.
 - 3.2 Final progress report on extra car parking spaces – Sharon Bateman.
Handover date TBA. Sharon Bateman has sent a written report to Troy Thompson, with photos, regarding concerns of drainage and aglines. These concerns are now on record, so that if any issues develop down the line, it will not be a Body Corporate responsibility but a Development one.
Dissatisfaction expressed by members regarding state and quality of plants. Garden to be finished by Hall Contracting. Arnold Vandenhurk was approached by Troy Thompson to list plants he would like to screen villa from car park where plants were removed for construction. Development will provide plants and garden will be re-instated to original condition.
 - 3.3 Rusted window frame Villa 77 – Sharon Bateman. Defer to Sharon Bateman's report.
 - 3.4 Gate access on common property, top of Yarran Road – Sharon Bateman.
At this point in time, nothing has changed from Sharon Bateman's last report.
Sharon Bateman is consulting with Bob Jack to put forth an alternative plan.

This will then be presented to Development, bearing in mind that the OHS aspect of the site must be a priority.

3.5 Clearance of tree debris on golf course, rear of Links Cove – Sharon Bateman.

Defer to Sharon Bateman's report.

3.6 Replacement of 4 fountain lights – Ailyn Lewis.

Ailyn is seeking another quote.

3.7 Contaminated water sample, Villa 26 – Ailyn Lewis.

Eastern Plumbing has flushed pipes throughout the whole village and advise that this should be done on a regular basis every 6 months.

4. Outward Correspondence:

4.1 Anna Palthe, 7/6/2017 – Repair of rusted window frame.

4.2 Brian & Trish Kelly, 7/6/2017 – Re: Cleaning of roads & drive ways.

4.3 Geoff Lucas & Sandra Ferber, 7/6/2017 – Re: Damaged Skylights.

4.4 Sharon Bateman, 7/6/2017 – forwarding above correspondence from Geoff Lucas & Sandra Ferber.

4.5 Sharon Bateman, 8/6/2017 – Re: Trees & undergrowth on Golf Course at rear of villas in Links Cove.

4.6 Noel Giles, 12/6/2017 – Re: Insurance Claim.

Endorsed: Arnold Vandenhurk

Seconded: Margaret Gordon

5. Inward Correspondence:

5.1 Jill Ashenden & Kim Zimmermann, 10/6/2017 – Re: Garden Strip Upgrade, Villas 182 & 183.

5.2 Arnold Vandenhurk, 12/6/2017 – Re: Street Letterboxes Sea Oak Drive.

5.3 Noel Giles, 13/6/2017 – Re: Insurance Claim.

5.4 Arnold Vandenhurk, 21/6/2017 – Re: Garden Box at end of Links Cove.

5.5 Anna Palthe, 30/6/2017 – Repair rusted window frame.

5.6 Frank Craig, 30/6/2017 – New Entrance Gate:- Yarran Road.

5.7 Frank Craig, 2/7/2017 – Ground works at end of Sea Oak Drive.

Accepted: Terry Gleeson.

Seconded: Bronwyn West.

6. Business arising from Correspondence:

6.1 re 5.1

Garden area had been destroyed by an underground leak. Residents want plants to be in keeping with others in the street.

Sharon Bateman has contacted Miles (PPS) who will order plants of appropriate size.

Cost to be kept under \$300 – our gardeners will plant.

6.2 re 5.2

Arnold Vandenhurk, 12/6/2017 – Re: Street Letterboxes Sea Oak Drive. (picture presented).

These should be cleaned, before repairs to see where the leak is. Most of the letterboxes need some maintenance, rendering and paint coming off them. Sharon Bateman will address with John Chester.

6.3 re 5.4

Arnold Vandenhurk, 21/6/2017 – Re: Garden Box at end of Links Cove (picture presented).
CBM to send John to liaise with Viv to replace/repair section.

6.4 re 5.5 Anna Palthe, 30/6/2017 – Repair rusted window frame. Window frame repaired
by Anna's handyman as CAM's quotes rejected by Anna due to cost.

6.5 re 5.6 Frank Craig, 30/6/2017 – New Entrance Gate:- Yarran Road. Solar light over key
pad has been done!

6.6 re 5.7 Frank Craig, 2/7/2017 – Ground works at end of Sea Oak Drive.

Approx. cost to use crushed concrete \$30 or gravel \$70. Garden/Maintenance can be done
by our gardening staff. Planter box to be replanted, removal of broken garden edging and
whole area to be pebbled and restored to its original visitors' car parking spaces. Sharon
Bateman decided that as soon as the new carpark area is finished, all staff will be parking
there!

Motion: Arnold Vandenhurk proposed that maintenance be carried out on the area.

Moved: Terry Gleeson

Seconded: Bronwyn West.

Carried.

7. Treasurer's Report : John Weeden.

This report is based on financials for May 2017.

INCOME:

The Actual Income from ILUs, SA and Aveo Way Contribution (\$83,861) is \$901 above my
calculations for this eleven months.

At Line 7990 the Total Income for the eleven months (which includes interest and sundry
income) is \$94,736 which is \$456 above budget ytd.

EXPENSES:

In May there were items of expense in nine categories. Most appeared to be normal Sinking Fund
expenses but a couple have been referred back to management for further explanation.

At Line 8900 the total expenditure for the eleven months is \$190,765 which is \$73,345 under
budget ytd.

BALANCE SHEET:

The Balance Sheet at the end of May shows \$102,242 Cash at Bank and the Bank Reconciliation
shows "unpresented cheques" of \$153,114 (mainly termite baiting) and outstanding deposits of
\$1,554 giving a balance of \$253,802 which agrees with the Bank Statement.

Two Term Deposits total \$250,000 giving Net Assets of \$354,979.

Moved: Arnold Vandenhurk

Seconded: Terry Gleeson

8 Community Business Manager's Report: Sharon Bateman.

Carparks – From completion date (TBA) all staff including contractors/visiting contractors/blue care, etc. will park in this new area. This will free up car parks outside the Manor for visitors and residents.

Arnold Vandenhurk – questioned why cypress pine not used as mulch?

What Halls have put down is termite attracting!! Sharon Bateman to follow up.

Golf course – Troy Thompson claims that the Golf Course had a professional visit the area outside the boundary along Links Cove to assess the area and to draw up a report. Sharon Bateman has asked Troy for a copy of this report. Troy Thompson is currently on leave. Margaret Gordon contacted Sunshine Coast Council who recommended that the Body Corporate write a letter to the Manager, Peregrine Golf Course highlighting the potential fire hazard and termite problem in a number of the trees along this boundary and requesting clarification as to responsibility for any damage caused by the trees on the golf course land.

Villas 182/183 – refer 6.1

Villa 26 – defer to Ailyn Lewis' report.

Body Corporate seal and signature required to facilitate and register the original motion with the council for the relocation of the easement in the Lot 3 area.

Budget and all of the reversals have been requested and will show in the EOFY statements.

Letterboxes in Sea Breeze Drive –

Two residents requested that their letter boxes be added to the bank at the entrance to their street rather than having to walk to new relocated boxes on main driveway.

Sharon Bateman obtained a quote which at \$2,700 was deemed unacceptable.

Although spare letter boxes are available in Crestbrook Place, the walking distance to those and/or to the relocated boxes, is approx. the same. Discussion ensued re alternatives and a Motion was put forward –

Motion: Moved by John Weeden “that the Body Corporate pay \$2,700 to put in two new letter boxes beside the existing ones.” (in Sea Breeze Drive.) Seconded: Terry Gleeson.

Vote taken – For = 2 Against = 3. Motion defeated.

9 Community Assistant Manager's Report:

- Solar Lighting for Village still TBA – refer 3.1
- Ailyn Lewis has arranged the spare solar light that is out on the main gate key pad to be repositioned over Yarran Rd. gate key pad.
- Updated quote from Waterwise for cleaning of driveways presented – increased by \$600 from 2015 – 2017 quote, yet the individual quotes of \$55 each \$75 for extra large drive ways remained the same.

Sharon Bateman is to obtain another quote before the September AGM.

10. Maintenance Reports : See attached reports.

Bronwyn West (Gardening)

Arnold Vandenhurk (Maintenance)

Margaret Gordon (Security)

11. General Business :

11.1 Nominations for Body Corporate Committee positions 2017/2018.

Chairperson, Jackie Stewart thanked Margaret Gordon, the only member retiring, for her diligence and work over the past 12 months.

In accordance with the Body Corporate and Community Management (Standard Module) Regulation 2008, as the number of candidates does not exceed the required number for Committee positions, there is no need for an election at the AGM.

Nominations received:

Chairperson: Jackie Stewart.

Secretary: Cheryl Hodges.

Treasurer: John Weeden.

Ordinary Committee members: (in alphabetical order)

Terry Gleeson, Tom Shaw, Arnold Vandenhurk, Bronwyn West.

Date of next meeting: Friday, 4th August, 2017 at 9.00am in Gracemere Manor.

Close of Meeting: 10.38am

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Chairperson

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Date

Gardening/Security Reports – July, 2017

GARDENING REPORT: BRONWYN WEST.

As reported in June, heavy winter pruning is required for certain hedges, shrubs and trees in the village.

This work has commenced by the gardeners who have selected which hedges, shrubs and trees need this hard pruning.

SAFETY & SECURITY: MARG. GORDON.

1. All is well with the front gate and the lighting there of.
2. The sample Solar light that was sent to Ailyn was not the one that she ordered and we are still waiting for its replacement.
3. The extra trimming of the hedges has certainly made a difference in giving some extra lighting onto road ways.
4. I thought it was time to check the pavers in the roads. All good except for one cracked one in Sunrise outside the Manor to the left at the drain near the carparks. I will talk to John about it.
5. The answer from Troy Thomson when he looked at the rubbish over the fence in Links Cove was, “Just part of the bush!” Sharon Bateman to approach him again.

MAINTENANCE REPORT: ARNOLD VANDENHURK.

The only items that have come to my attention are:

- 1) Letterboxes at the entrance to sea Oak Drive.
- 2) The damage to the planter box at the end of Links Cove.

Details have been forwarded in previous correspondence to the Secretary and will be discussed at the BCC meeting.
