

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday 1st September, 2017 at 9.00am
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced at 9.00 am

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

Apologies: Sharon Bateman, Retirement Living Communities Business Manager.

Observers : None.

2. Confirmation of minutes of previous Committee meeting held 4th Aug, 2017.
Accepted as a true and correct record.

Moved: Bronwyn West

Seconded: Terry Gleeson

3. Business arising from Minutes :
 - 3.1 Solar lights in Links Cove & Beachgrass Crescent – Ailyn Lewis. Deferred to CAM report.
 - 3.2 Report on fault list – new car park. – Arnold to ask Sharon Bateman what plants to put in and discuss edging. Deferred to Wednesday meeting when Sharon Bateman returns.
 - 3.3 Gate access on common property, top of Yarran Road – Deferred to Wednesday, 6th meeting when Sharon Bateman returns.
 - 3.4 Report on meeting with Phillip Redley, Peregian Golf Course – Cheryl Hodges has not received report from Phillip. Deferred.
 - 3.5 Replacement of 4 fountain lights – Ailyn Lewis - Deferred to CAM report.
 - 3.6 Report on following issues – a) Sea Oak Drive letterboxes- Completed.
 - b) Garden box at end of Links Cove – Ripple has been ordered and work is in progress.
 - c) Ground works at end of Sea Oak Drive – Being tidied at this time.
 - 3.7 Common garden area between villas 92 & 93. Completed – Residents happy with result. Gardeners took shrubs out, tidied area & placed mulching.
 - 3.8. Tunstall wiring issues (Aveo Connect) – Ailyn Lewis reported Sharon Bateman is making Aveo Connect accountable and this is in progress.
 - 3.9. Villa 129 – responsibility issue for internal mould problem. Deferred to Wednesday, 6th meeting when Sharon Bateman returns.
 - 3.10 Purchase of replacement porch light fittings – Ailyn Lewis has ordered.

- 3.11 Complaint re inappropriate, non-approved shade cloth on a villa is being addressed.
3.12 "No thoroughfare" signs – Links Cove, Sea Oak Drive & Sea Breeze Rise. Ordered – arriving today.

4. Outward Correspondence :

- 4.1 David Gordon, 6/8/2017 – Re Glass breakage issue.
4.2 David Gordon & John Catlow, 10 / 8 / 2017 – Re Debris on Golf Course issues.
4.3 Jan Corlett, 10/8/2017 – Re Common Garden between Villas 92 & 83.
4.4 Bob Jack, 10/8/2017 – Re Pedestrian Gate, Yarran Road.
4.5 Anita Marshall, 10/8/2017 – Re Tunstall unit replacement wiring issues.
4.6 Harriet Rutherford, 15/8/2017- Re Back internal wall mould issues.
4.7 Harriet Rutherford, 22/8/2017 – Re Mould issue responsibility.
4.8 David Gordon & John Catlow, 24/8/2017 – Re: Responsibility of fire from Golf Course damaging villas in Country Club.

Endorsed: Bronwyn West

Seconded: John Weeden

5. Inward Correspondence:

- 5.1 David Gordon, 10/8/ 2017 – Reply to 4.1 re glass breakage.
5.2 Brian & Trish Kelly, 22-8-2017 – Re: Garden/Hedge.
5.3 Pat Bowen, 26/8/2017 – re: Villa 129.
5.4 John Weeden, 27/8/2017 – Re: Additional Street Lights.
5.5 Anne Marshall, received 28-8-2017 – Re: Yarran Road exit & new gardens in lot 3.

Accepted: John Weeden

Seconded: Arnold Vandenhurk

6. Business arising from Correspondence :

- 6.1 refer 5.1 Reply to 4.1 re glass breakage. Apology accepted. Matter now closed.
6.2 refer 5.2 BC is not obliged to provide privacy garden plants to residents.
Miles (PPS) spoke to them about new plantings and it's up to BC to decide re purchase of plants.
Further discussion, and decision to be made on Wednesday, 6th September.
6.3 refer 5.3 Letter to be addressed on Wednesday, 6th September.
6.4 refer 5.4 Ailyn Lewis has already ordered 9 solar bollards which will arrive this week.
6.5 refer 5.5 Letter referred to Sharon Bateman as AWLH Body Corporate representative.

7. Treasurer's Report : John Weeden.

The Income & Expenditure report for July is not available but a "Draft" copy of the Detail Trial Balance was available on the basis that changes could be made.

EXPENSES:

Expenses were shown in the Detail Trial Balance in the following categories:-

R & M Plumbing: \$1,039 for work at Villas 130 and 134.

R & M Garden & Grounds: \$973 for Storm Water Pump servicing and various minor items.

BALANCE SHEET:

There was no Balance Sheet for July but the Bank Statement shows a balance of \$67,402.80. One of our Term Deposits was due to mature on 21st August and it has been split into two amounts of \$50K and re-invested for one and two years respectively.

John Weeden, Treasurer 30th August 2017

Moved: John Weeden

Seconded: Cheryl Hodges

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

- Motion 8 for the AGM, re cleaning of driveways and roads. The motion put forward must be accepted /agreed by the majority of BCC members before the motion can be added to the AGM paper work.
(Secretary: Voting Form circulated to all BCC members on 29/8/2017. Unanimous vote returned to include Motion 8 in AGM papers.)
- Ailyn has purchased the lights as per last meeting.
- Carpark/ gardeners shed, Ailyn and I went for a tour with a member of the BCC (Bronwyn West) and identified a few areas needing attention, I believe most of the issues identified have been addressed.
- **Business case for gate - Development won't fund:** Bob Jack has been working diligently and formulating a plan for the works to go ahead, I believe we can get the access gate safe and operational for approximately one thousand dollars. Big thanks to Bob for his time.
- Harriet Rutherford and letter received from Pat Bowen, please **defer** to Wednesday, 6th September meeting at 9am.
- Plants / Approval required if BC are going ahead and purchasing replacement plants for the rear of Villa 126.
- **Term Deposit account 12-446-5328 has been reduced to \$50,000.00 and rolled for 24 months @ 2.61%; the maturity date is 21/08/2019.**
- **A new term deposit account 76-295-8231 has been established for \$50,000.00 for 12 months @ 2.52% with a maturity date of 21/08/2018.**
- **Both TDs have been backdated to the 21/08/2017.**
- Revised quote for cleaning 127 driveways/roadways before AGM.

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

- * Solar Lights x 9 have been ordered and we are waiting on arrival this week.
- * No Thoroughfare, speed signs ordered eta between 1st Sept - Mon 4th Sept.
- * Solar Lights Keypads at entrance gates not working. Contacted Nicklin Electrical yesterday morning, will be here asap.
- * Nicklin Electrical 14/8/17 replaced all pond lights.
- * Villa 184 and 180 new non sensor bunkers (porch lights) replaced. However, 1 switch turns on both lights and the 2nd light (no sensor) works off sensor light!
- * Villa 135 porch fitting unable to be replaced as it is a sensor version.

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

11. General Business :

11.1 Responsibility for replacement of garage door motor - defer to Wednesday, 6th September.

11.2 Reminder AGM, 29th September, at 10.00 am - everyone is available for duties!

Date of next meeting: Wednesday, 6th September, 2017 at **9.00am** in Gracemere Manor.

Close of Meeting : 10:40 am

Chairperson:

Date: