

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday, 9th February, 2018
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

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

Apologies: Tom Shaw.

Observers : Geff Vaughan.

Visitor attending: Mark Eagleston, Territory Operations Manager, Aveo.

2. **Confirmation of meeting on 1st December, 2017.**

Accepted as a true and correct record.

Moved: Arnold Vandenhurk.

Seconded: Terry Gleeson.

3. **Business arising from Minutes** :

3.1 Retaining Wall between villas 98 & 99 – Sharon Bateman & Arnold Vandenhurk.

Two quotes were received for this work to be carried out, however, BCC members were not willing to accept these quotes as we realize that other villas in the street MAY eventually have the same issue with their retaining walls – (Sharon Bateman has recently had a report from another villa in Sea Oak Drive with the same issue!). Arnold Vandenhurk was asked to investigate alternate ways of addressing the problem and I quote his report – “I would like to point out that villas in the same street all have some sort of rock retaining walls (some at the back and some on the side boundaries. These rock retaining walls are all subject to erosion and in time to come to replace all these rock retaining walls with pine sleepers, will be very costly and a drain on the financial budget.”

Arnold has suggested an alternate solution which is realistically a much better solution. Sharon Bateman will meet with the Body Corporate Committee and the Residents' Association Committee to discuss this issue and the suggested solution.

3.2 Progress re supply of new Solar lights – Ailyn Lewis.

Sea Oak Drive – 4 new bollards were placed in positions suggested by Terry Gleeson in his “Mud Report.” Bollards outside villas 73 & 75 could not be moved closer to the roadway due to cost of doing so! Gardeners to be asked to look at trimming hedges to allow more light through onto roadway.

Links Cove – 2 new bollards will be installed when Tom Shaw reports his findings to Ailyn Lewis on his return from holiday.

3.3 Garage door repair, Villa 165 – John Weeden.

At the December BCC meeting, John Weeden was asked to investigate further the issue of repairs to garage doors.

John did so and material presented to Committee members clearly identified that repair to a garage door is the responsibility of the Body Corporate.

3.4 Plants for edging at Villa 126 – Ailyn Lewis.

Plants are due for delivery tomorrow and will be planted by gardeners at their earliest opportunity.

4. Outward Correspondence:

4.1 David Gordon, 7/12/2017 – re Broken Garden Edging.

4.2 Iris Jewell, 7/12/2017 – re Repair to Garage Door.

4.3 Barbara Ardrey, 18/12/2017 – re Retaining Wall between Villas 98 & 99.

4.4 Kathy Doyle, 11/1/2018 – re Disputed Water Bill.

4.5 Bronwyn West, 15/1/2018 – re Resignation.

4.6 Sharon Bateman, 17/1/2018 – re Procurement of Maintenance Services by Aveo.

Endorsed: Terry Gleeson.

Seconded: John Weeden.

5. Inward Correspondence:

5.1 Kathy Doyle, 30/11/2017 & 20/12/2017 – Re: Disputed Water Bill.

5.2 Frank Tamburro, 8/1/2018 – re Procurement of Maintenance Services for PSCC.

5.3 Bronwyn West, 15/1/2018 – Resignation from BCC.

5.4 Gloria Bisset, 19/1/2018 – re Retaining Wall outside Laundry.

5.5 Mike Jordan, 25/1/2018 – Re: “Exteria Painting of Villas.”

Accepted: John Weeden.

Seconded: Arnold Vandenhurk.

6. Business arising from Correspondence:

6.1 (re 5.1) Kathy Doyle – Ailyn Lewis spoke to Unity Water Account’s Manager who reported that tests were carried out and that no leaks or abnormalities were found.

Unfortunately there is nothing further that we can pursue. It is noted that most residents had an increase in their Water Bill for the last quarter and Ailyn is to include information in the next Newsletter to help residents who go away for any length of time.

6.2 (re 5.2) Correspondence written to Sharon Bateman on 17/1/2018 was forwarded to Mark Eagleston. Mark clarified the process regarding Procurement of Maintenance Services by Aveo explaining that before each contract is due for renewal, Committees will be notified. Where a Committee has a strong, satisfactory relationship with a Service Provider and wishes for that to continue, the Committee’s request will be acknowledged and honoured.

6.3 (re 5.3) All Committee members expressed disappointment at receiving a letter of resignation from the Body Corporate Committee from Bronwyn West, but we understand her circumstances for doing so.

Bronwyn has been a hard working asset for the team and we wish her good health and plenty of relaxation in the ensuing months!

6.4 (re 5.4) Sharon Bateman and Ailyn Lewis will follow up this issue with Gloria Bisset ASAP to discuss expectations and alternatives.

6.5 (re 5.5) Mike Jordan - painting of villas - see Item 9.

7. Treasurer's Report : John Weeden.

This report is based on the financials for November and December 2017.

INCOME:

The total income (not including interest or sundry income) for the six months is \$64,846 compared to the budget ytd figure of \$64,667.

EXPENSES:

There were expenses in five Account numbers and all were within budget except one. Total expenditure in R&M Electrical for the six months was \$10,741 whilst the total budget for the year is only \$8,000. The over-expenditure is due to three items not included in the original budget, namely:-

- \$3,285 for solar bollards for street lighting,
- \$3,546 for supply of new lights in the Manor hallways and
- \$1920 for installation of these new lights in the Manor.

The Total Expenditure for the six months was \$24,218 compared with a Budget Year to Date of \$85,577 or a positive variance of \$61,358. However we must remember we will have two large items of expenditure later in the year, namely Painting and Pest Control.

BALANCE SHEET:

The Balance Sheet for December showed a Cash balance of \$123,880 whereas the Bank Statement at 29th December showed \$93,432. No bank reconciliation sheet has been supplied. Term Deposits totalling \$250K are also shown.

Net Assets were \$371,791.21.

Moved: John Weeden.

Seconded: Cheryl Hodges.

8 Community Business Manager's Report : Sharon Bateman.

- Unity Water – refer Item 6.1
- Retaining Walls – Meeting with the RAC is scheduled for Monday, 19th February to draw up an action plan. Refer 3.1 for more information.
- A few villas are currently being rolled – over with good interest shown by prospective buyers. Any new purchaser is advised to have a Building Inspection carried out so that any defects can be rectified before occupation.

Roof problems are becoming more prevalent so it is imperative that a strategy is discussed and decided on at the upcoming Budget discussions.

Flick Anticimex P/L has given Management the good news that there are no spikes or incidents identified of white ants in the village!!

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

- Security Lighting – Following recent breaches of security around the village, security cameras will be installed at appropriate locations.
- Bollard update – see Item 3.2
- Higgins (Painters) Stage 8 – Higgins will meet with Ailyn Lewis on Monday, 19th February to plan the starting date for Stage 8 painting, etc. Residents will then be notified.
- Unity Water – Refer Item 6.1
- Villas 71 & 100 – damage to roof of villas as a result of heavy rain. Ailyn Lewis has organized repairs.
- Irrigation pump – Malfunction of an irrigation pump occurred over the weekend. Arrangements have now been put in place for weekend carers when issues such as this occur. We ask residents not to attempt to fix these problems, but to contact the carer on duty.

10. **General Business :**

10.1 Villa 46 – outdoor blind on rear of villa still has not been removed despite request to do so. Permission was never sought to erect this blind and it is not in line with approved blinds on other villas. Sharon Bateman to follow up and report at combined Committees' meeting re outcome.

10.2 Bowling Green carpet – Arnold Vandenhurk reports that edges of carpet need repairing following the recent heavy rains. Sharon Bateman to follow up.

10.3 Pets in Manor – A previous Territory Operations Manager gave permission for a Manor resident in a downstairs apartment to have a cat. However, this cat has been observed in the Manor common area, on a table, by a BCC member who questions the sanitary aspects of this action! Animals are not permitted in the common area and this will be followed up with the resident by Sharon Bateman.

10.4 Front entrance Gate security – once again this issue has been raised. Ailyn Lewis reports that the problems have been caused by the recent rains. Whenever it rains, that's when we have the problem of the gate not operating!! Repairer has been requested to come up with a better solution than has been given in the past as the Body Corporate is very concerned at the ongoing cost of this item.

Date of next meeting: Friday, 2nd March, 2018 at **9.00am** in Gracemere Manor.

Close of Meeting: Meeting closed at 3.29pm.

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Chairman

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Date