

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

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
Friday, 7<sup>th</sup> September, 2018  
Gracemere Manor,  
21 Gracemere Boulevard,  
Peregian Springs, QLD 4573**

**Meeting commenced:** 9.02 am

- 1. Attendance :** Jackie Stewart (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Terry Gleeson, Arnold Vandenhurk.

Nole Beardwood, Retirement Living Community Manager.

**Apologies:** Tom Shaw.

- 2. Confirmation of Minutes of BCC Meeting held on 3<sup>rd</sup> August, 2018.**

Accepted as a true and correct record.

**Moved:** Terry Gleeson.

**Seconded:** John Weeden.

- 3. Business arising from Minutes :**

**3.1** Quotes for Roof Tile inspections & Garden Edging - Nole Beardwood.

Refer Manager's Report, Item 8.

**3.2** Car Parking Barriers - Visitors' Car Park next to Villa 114 - Nole Beardwood.

Refer Manager's Report, Item 8.

**3.3** Road sign stencil - Nole Beardwood.

Refer Manager's Report, Item 8.

**3.4** Repair of bricks in roadways - Nole Beardwood.

Refer Manager's Report, Item 8.

**3.5** Re: Gardeners check of "new" faces when filling in for regular staff - Nole Beardwood.

Nole met with Miles Porteous (PPS) - Gardeners use an iPad or app on their 'phone to log in with PPS their starting time & finishing time each day.

**3.6** Use of Aveo bus for "extra" outings - Nole Beardwood.

This issue was raised with the Residents' Association Committee at their last meeting and the main issue centred around the use of John Chester's time driving the bus.

We appreciate that "extra outings" should not impinge too frequently on John's time as our Maintenance person. The RAC will canvass for volunteers with appropriate certificate, etc. to drive the bus on some of these extra outings.

- 4. Outward Correspondence:**

**4.1** Steve Hill, 6/8/2018 - Responses to letter re installation of speed humps.

**4.2** Trevor & Gayle Davis, 6/8/2018 - Re: Small chip in window.

**4.3** Maria Husbands, 6/8/2018 - Re: Hedge trimming at front entrance of Villa.

**4.4** Mark Eagleston, 27/8/2018 – Re: Solution to email attachments sent by Nole Beardwood which cannot be opened by most BCC members.

**Endorsed:** Arnold Vandenhurk.      **Seconded:** John Weeden.

**5. Inward Correspondence:**

**5.1** Maria Husbands, 13/8/2018 – Appreciation for speedy action of hedge trimming.

**5.2** Justin Lorenz, Head of Communities - Northern Region, Aveo, 23/8/2018 –  
“UPDATE ON AVEO MANAGEMENT STRUCTURE.”

**5.3** Frank Craig, 25/8/2018 – Re: State of area at the end of Sea Oak Drive.

**5.4** Noel Giles, 28/8/2018 – Re: “Common Garden Area between ILUs 87 & 89 – front section.”

**5.5** Nole Beardwood, 28/8/2018 – Re: BC Management Agreement Exp. 2018.

**Accepted:** John Weeden.      **Seconded:** Terry Gleeson.

**6. Business arising from Correspondence:**

**6.1 (re 5.1)** Appreciation was noted & filed.

**6.2 (re 5.2)** Information only, no response needed. Noted & filed.

**6.3 (re 5.3)** Nole Beardwood, Terry Gleeson & Arnold Vandenhurk to look at area and to decide on aesthetically appropriate material to be used. Nole will then obtain a quote for the Committee’s information to enable approval.

**6.4 (5.4)** Committee members unanimously agreed to allow Nole Giles to improve the look of the front garden area between villas 87 & 89. Noel will be asked to bear in mind the height and non-invasive nature when purchasing “suitable fresh plants.”

**6.5 (re 5.5)** Confirmation from Nole Beardwood that Aveo exercises the right to “roll over” the current Body Corporate Management Agreement for a further three years.

**7. Treasurer’s Report :** John Weeden.

There is no formal report for July 2018. The Budget for 2018/19 had not been finalised and the Statement of Income & Expenditure was not available. A copy of the Detail Trial Balance was available and items appeared to be correct. A more detailed report will be made for the next meeting when financials for August should be available.

**8. Community Manager’s Report :** Nole Beardwood.

• **Roof Tile inspection – Quotes (3.1)**

Quote received from Boss Building Maintenance (\$12,187.50 + GST) and quote received from DS Roofing @ \$1,090.91 + GST. VM has spoken with DS roofing, confirmed scope of works includes Manor and all stages (except for Lot 3), and this has been confirmed at quoted price. VM has issued work order to proceed to DS roofing and awaiting inspection results.

• **Kwik Kerb inspection & quote (3.1)**

Boss Building Maintenance has provided a quote per linear metre (L Shaped “Lawn Edge”) which is cemented into ground and will provide a more durable option than original kwik kerb. Cost for required 276 Sq Metre (as per Viv’s Audit) = \$13,137.60 inc GST. VM will consult with Kwik Kerb to obtain a traditional method price for comparison

• **Road sign stencil – update (3.3)** Existing purchased road signs have been returned (due to incorrect size) and credit has been issued. Correct signage / size has been ordered – awaiting delivery from Setons (supplier). VM to update next meeting.

- **Cost for carpark parking barriers – visitors parking (3.2)**  
VM has arranged for wheel stops to be installed as per recent committee request – image below. Job is completed.
- **Pool (Heating)**  
VM following up Billabong Pool Service on quotation for Electric Heating options (to be presented to RAC) and Service cost for existing Solar Heating Unit and quote to install thermal Wi Fi probe on existing heater to improve efficiency.
- **Repair of Bricks (Pavers) in Roadways (3.4)**  
VM awaiting quotation from Boss Building Maintenance in regards replacement of cracked pavers in Manor driveway and Sea Oak Drive

**New Items:**

- **Cleaning of Water Fountain**  
As per BC request from last meeting, VM can advise maintenance has cleaned water fountain at entrance. Water has been treated with chlorine to prolong life span before mould regrows. VM to look at full empty and detail of fountain prior to end of year.
- **GYM Lighting**  
As per last BC meeting, VM can advised that CARF has been approved to replace the old pendant lights in the gym as well as upgrading all downlights to LED, we will also be installing a further two GPO's in preparation for some future equipment purchases planned. These works are funded by Aveo (Capital Asset Improvement) and will not impact sinking or GSF funds
- **Manor Cleaning**  
VM received several requests to address high cleaning in Manor (Void area in Turret) as area was very dirty with cobwebs / mould and a particularly dirty vent. VM arranged for CEC (Complex External Cleaning) to address this issues as well as high cleaning of all pendant lighting on level two of the manor at a cost of \$1,250. Area is much improved  
VM has also arranged for a quotation for full external window cleaning of the manor as windows are very dirty and VM has received several complaints from residents. Due to height and access issues – external contractor (CEC) has quoted for works @ \$3,259 + GST – all external windows as well as front entrance roof clean included in quote. Approval requested
- **VM can update committee on two pending Fire compliance issues:**
  1. Detectors – Manor Roof Space: Due to frequents unspecified alarm events (25<sup>th</sup> May + 4<sup>th</sup> August + 16<sup>th</sup> August) all occurring from faulty detectors in Manor roof space, VM engaged fire services provider (FSQ Fire) to recommend action to be taken to prevent further alarm activations as these are costly – circa \$1200 each. FSQ has recommended a full replacement of the 25 detectors in the manor roof space (due to age and condition of detectors) at a cost of \$3,875 + GST, VM is sourcing an alternate quote. Note this is an FYI only – cost to be covered by Aveo as Capital replacement.
  2. As part of fire compliance it is a regularity compliance issue to have a five yearly Hydrostatic Test done on all Hydrants within the village – this is required to be completed ASAP. Quote received from FSQ @ \$8,500 + GST – VM is sourcing an alternate quote for comparison.
- **Lift – NBN Changeover**  
NBN network is replacing all existing landlines (phones) and our lift is scheduled for 17<sup>th</sup> October. NBN network does not provide any battery backup in case of a power failure and as such a cellular network is required (2 hour minimum) for lift compliance in case of emergency and any travellers stuck in lift during power failure. Quote for Otis to install Cellular Gateway Network @ \$2,647 + ongoing \$12 per month Sim Card Fee. VM to discuss with BC.

**Resident Concerns – feedback for discussion**

Villa 176: Potential resident – Shed installation VM to discuss application with BC Villa 186 (Sharon Jack): Resident shared concerns in regards to skateboarders and bike riders using paths on Yarran

road. Has requested signage to be installed (suggested: No Skateboarding) as deterrent on Yarran Road. VM to discuss.

**9. General Business :**

**9.1** Nole Beardwood received a letter from Sharon Jack regarding concerns with students riding bikes & skate boards along the footpath in front of villas in Yarran Road. Considerable danger is presented to residents backing out onto Yarran Road and to residents walking along the footpath. As Yarran Road is Council property/responsibility, the BC is unable to erect signs, paint on footpath, etc. Nole will suggest that resident contacts Neighbourhood Watch which can possibly help with solutions to the problem.

**9.2** Nole Beardwood received a letter from Mike Jordan regarding hedge extension between villas 164 & 163. Nole to investigate & report back to Body Corporate Committee.

**9.3** Re villa 176 - Incoming resident requested to erect shed at rear of villa. Permission has been given previously to other residents & as long as shed is not visible from front of property, this should be given the go-ahead.

**9.4** Jackie Stewart asked for clarification re bonuses and incentives offered to new residents to buy into Lot 3? Nole Beardwood clarified that any cash bonus and/or incentives were paid for by Aveo - it does not come out of any of our PSCC accounts!

**Date of next meeting:** Friday, 5<sup>th</sup> October, 2018 at **9.00am** in Gracemere Manor.

**Close of Meeting:** 10.37 am

**Chairman:** .....

**Date:** .....