

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

Minutes of Committee Meeting held on
Friday, 5th October, 2018
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573

Meeting commenced: 9.00 am.

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

Nole Beardwood, Retirement Living Community Manager.

Apologies: Nil.

- 2. Confirmation of Minutes of BCC Meeting held on 7th September, 2018.**

Correction to Item 6.4 - "...front garden area between villas 88 & 89."

Then accepted as a true and correct record.

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

- **Confirmation of Body Corporate AGM Minutes held on 28th September, 2018.**

Accepted as a true and correct record.

Moved: Bronwyn West. **Seconded:** Tom Shaw.

- 3. Business arising from Minutes :**

3.1 Quotes for Garden Edging - Nole Beardwood.

Refer Manager's Report, Item 8.

3.2 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 Parking area at end of Sea Oak Drive - Nole Beardwood.

Refer Manager's Report, Item 8.

3.6 Issue re hedge between villas 164 & 163 - Nole Beardwood.

Refer Manager's Report, Item 8.

- 4. Outward Correspondence:**

4.1 Frank Craig, 12/9/2018 - Re Parking area at end of Sea Oak Drive.

4.2 Noel Giles, 12/9/2018 - Re: Common Garden Area between ILUs 87 & 89.

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

- 5. Inward Correspondence:**

5.1 Eric Butterfield, 29/9/2018 - Re: Disabled Parking Road Sign at main round-a-bout.

Accepted: Bronwyn West. **Seconded:** John Weeden.

6. Business arising from Correspondence:

6.1 (re 5.1) A stencil for Disabled Parking is included in the set of road stencils on order. Unanimous decision by Committee members to re-instate one Disabled Parking bay just outside Manor entrance – one spot of three near large red hydrant box.

7. Treasurer's Report : John Weeden.

This report is based on the financials for August 2018. The Sinking Fund Budget had not been approved when these figures were prepared so there is no Monthly Budget to compare the Actual figures against. Most of Account's time has been spent on finalising figures for last financial year, preparing the new budgets and transferring to the new computer system so some items may need to be adjusted in future statements. All Account Numbers shown are for the new system and an amended copy of the Sinking Fund Budget will need to be issued to bring it in line with the new system.

INCOME

Unfortunately the income figures do not include any Aveo Way contributions but it is hoped this will be rectified when the September figures are published.

EXPENSES

Expenses for August were shown in seven Account numbers:-

Quantity Surveyor Reports:- \$500 This is probably an accrued amount and is being checked to see that it is only for the Sinking Fund and does not include cost for the other funds.

Income Tax Expense:- \$560 This is probably an accrued amount.

R&M Building:- \$445 Replacement of a glass door.

R&M Electrical:- \$1,431 Mainly for bollard lights but one item has been queried and will probably be adjusted to the TV Antennae Account.

R&M Plumbing:- \$90 Cleaning of valves.

R&M Gardens & Grounds:- \$363 For landscaping and general hardware items.

R&M General:- \$959 Wheel stops in carpark.

BALANCE SHEET

The Balance Sheet for August showed a Cash balance of \$56,018 which agrees with the Bank Statement.

Term Deposits totalling \$250K are also shown.

Net Assets were \$307,235.

8. Community Manager's Report : Nole Beardwood.

• **Roof Tile inspection - VM to summarise**

VM has received the summary of roofing inspection and list of works required, VM to table for discussion at BC meeting.

• **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.

Kwik Kerb has failed to provide quote based on square meter cost, Ailyn is currently exploring options with alternate contractors – VM to update next meeting.

• **Road sign stencil - update (3.2)**

No further update, VM still awaiting delivery of new larger road signs from Setons. Will install once received. VM to update next meeting.

- **Repair of Bricks (Pavers) in Roadways (3.4)**

VM has received quotation from Concrete 4 Shore @ \$120 per meter = Remove brick pavers on header course , replace on a concrete base - 100mm thick with Fibre mesh + re instate pavers

Total square meter required for:

Manor entry = 25.5 sq mtrs

- Sea Oak Drive = 20 sq mtrs
- Driveway (entry to community visitor park) = 8 sq mtrs
- Total cost @ \$6,420

VM is awaiting on quote from Boss Building works, however they have raised concern with the manor header course area and have indicated that a simple repair will only last a minimal period (12 months) as more enhanced concreting and replacement works is required – VM to discuss as per images below:

- **Sea Oak Parking Options (3.5):**

VM and BC members (Terry & Arnold) have inspected the area and recommend the following actions to be undertaken to make necessary improvements:

Remove existing old ply board fountain surrounds

- Lay concrete parking area (100mm thick, F72 steel mesh, 50/.65 Bar chairs)
- Replant existing fountain box with tropical plantings
- Increase / add planting to surrounding areas

VM has received a quote for concrete parking (based on three car spaces) from Concrete 4 Shore @ \$3,020 inc GST. Awaiting a further quote from Boss Building.

VM has spoken with Programmed and awaiting quotation for landscaping works to be presented (Miles – Operations Manager Programmed) currently on leave.

VM to update further next meeting.

- **Hedge issue re: Villas 164 & 163 (3.6)**

VM has met with residents of Villa 164 in regards to concerns raised on hedging and will fill committee in with details and action plan required moving forward.

New Items:

- **Pool – issues and update**

VM still awaiting contact in regards to electrical heater quote and solar efficiency quote – VM to update next meeting.

Leak – Pool has been reported with a potential leak, water level dropping inch to inch and a half daily (even with recent rain events). VM has contacted Richard Connelly from Leakwise who will be conducting tests on Tuesday 9th October. VM to update next meeting.

- **Manor Cleaning**

VM has held off currently on issuing work order for full external window cleaning of the manor & external roof entry cleaning @ \$3,585 inc GST to review budgetary requirements of sinking fund. VM to update next meeting

- **Lift – NBN Changeover**

As raised in last committee meeting it is a requirement to convert the lift to a NBN compatible network as the existing landline (phone) is being cut off on the 17th October. VM has issued a work order request for Otis to undertake works @ \$2,647 + GST (as well as on going \$12 per month sim card rental contract) as matter is required under lift code and compliance reasoning.

- **Fire Compliance Update**

VM can update committee on two pending Fire compliance issues:

Further two QFRS attended alarms activated last month 228 – 26th Sept: unknown reason (detector replaced) + 208 – 30th Sept: resident activated (smoke).

1. Detectors – Manor Roof Space: Update – quote received from FSQ to replace existing 25 (old) detectors @ \$3,875 + GST. VM has met with alternate contractor Diligent Fire Protection and is awaiting quote to be supplied.
2. Five yearly Hydrostatic Testing – needs to be completed on all Hydrants within the village, quote received from FSQ @ \$8,500 + GST. VM is sourcing an alternate quote from Diligent Fire (awaiting ETA). Diligent Fire rep advised that cheaper option to only test manor hydrant as they are pressurised – VM to discuss with committee

- **Landscaping Quotations**

VM to present landscaping & mulching quotations based on feedback & requests from residents and inspection and agreement by VM on required improvements:

Garden Bed opposite Manor at NW corner (adjacent Bin area) – remove existing plants & supply 45 x 140mm & 45 x 200mm Native plants + supply 20m Cypress mulch - \$2,424 + GST

- Supply and lay Cypress Mulch to Yarran Road – (full) as face of village - \$2,181 + GST
VM to discuss with committee

- **Balcony Lighting Pricing**

As discussed in previous meeting, VM can provide two alternate quotes for Balcony / Porch lighting:

Sensor Bunker Light LED 14w @ \$75 each

- Bunker Light LED (no sensor) LED 14w @ \$50 each
- Atom Bunker light LED 20w @ \$35.19 each – no sensor

VM to discuss with committee and provide feedback on why sensors were not being replaced.

Resident Concerns – feedback for discussion

- Letter received from Noel Giles updating committee on works completed to garden in Villa 89 / 88
- Letter received from Villa 87 (Carol & William Rooke) re TV Aerial Boosters. VM to discuss with committee
- Letter received from Villa 87 (Carol & William Rooke) re driveways & roadways and request for BC to approve cleaning as such. VM to discuss with committee.
- Letter received from Sue Day Villa 154 – Traffic calming and resident safety on our roads – VM to discuss speed restriction suggestions as tabled by resident.

9. General Business :

9.1 Jackie Stewart – An Aqua Carnival is to be held at Cotton Tree & as our Aqua teacher is involved, Jackie asks if Aveo Sales would provide pink Breast Cancer t-shirts for Aveo participants. Not only are they raising money for Breast Cancer, but they are trying to break the world record for the biggest Aqua class at the same time!

9.2 Terry Gleeson – noted that 2 solar lights in Sea Oak Drive have never worked!
Nole Beardwood to follow up.

9.3 John Weeden – Re: Automated lights throughout village – requests that timer switch be adjusted for later sunset and earlier sunrise times! Nole Beardwood to follow up.

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

Close of Meeting: 10.20 am

Chairman:

Date: