

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday, 2nd November, 2018
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 9.00 am.

- 1. Attendance:** Acting Chairman - Cheryl Hodges (Secretary), John Weeden (Treasurer), Terry Gleeson, Tom Shaw, Bronwyn West, Arnold Vandenhurk. Nole Beardwood, Retirement Living Community Manager.

Apologies: Jackie Stewart.

Observer: Sandi Ferber.

- 2. Confirmation of Minutes of BCC Meeting held on 5th October, 2018.**

Correction: Arnold Vandenhurk was not in attendance.

Then accepted as a true and correct record.

Moved: Bronwyn West. **Seconded:** Terry Gleeson.

- 3. Business arising from Minutes :**

3.1 Quotes for Garden Edging – Nole Beardwood.

Refer Manager's Report, Item 8.

3.2 Road sign stencils – Nole Beardwood.

Refer Manager's Report, Item 8.

3.3 Repair of bricks in roadways – Nole Beardwood.

Refer Manager's Report, Item 8.

3.4 Parking area at end of Sea Oak Drive – Nole Beardwood.

Refer Manager's Report, Item 8.

3.5 Roof tile repair action – Nole Beardwood.

Refer Manager's Report, Item 8.

3.6 Progress re leak in swimming pool – Nole Beardwood.

Refer Manager's Report, Item 8.

3.7 Action re landscaping quotations presented at last meeting – Nole Beardwood.

Refer Manager's Report, Item 8.

3.8 Information re cleaning of roads & driveways – Nole Beardwood.

Refer Manager's Report, Item 8.

3.9 Letter received by Management from Sue Day re traffic calming & resident safety on roads.

Defer to General Business, Item 9.

4. Outward Correspondence:

4.1 Eric Butterfield, 7/10/2018 – Re: Disabled Parking Sign at main entrance to Manor.

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

5. Inward Correspondence:

5.1 Cheryl Ford, 29/10/2018 – Re: Garden Hedging along southern side of villa.

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

6. Business arising from Correspondence:

6.1 (re 5.1) Defer to General Business, Item 9.

7. Treasurer's Report : John Weeden.

This report is based on the financials for September 2018. The Sinking Fund Budget had now been approved so there is a Monthly Budget to compare the Actual figures against. 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

The Income Budget is based on the new contributions which were approved at the AGM in September but the actual income for the three months has been based on last years contribution so is well below budget. The shortfall should be caught by the end of November.

EXPENSES

Expenses for September were shown in five Account numbers:-

Quantity Surveyor Reports:- Last month an amount of \$500 was debited to this Account which was queried. This month a reversal of \$111.50 is shown giving a ytd total of \$388.50 which is close to the Budget ytd.

R & M Roof:- \$577. Work on roof valley and tile replacement.

R&M Plant and Equipment:- \$233. Various hardware items from Peregian Hardware.

R&M Building:- \$111 Various items from Peregian Hardware.

R&M Gardens & Grounds:- \$454 Various irrigation items and repairs.

BALANCE SHEET

The Balance Sheet for September showed a Cash balance of \$58,955 which agrees with the Bank Statement.

Term Deposits totalling \$250K are also shown.

Net Assets were \$312,019.

8. Community Manager's Report : Nole Beardwood.

- **Roof Tile inspection – VM to summarise (3.5)**

VM has issued committee inspection report and quotation from DS Roofing, Daniel from DS Roofing has been arranged to speak with committee next Thursday 8th November.

- **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 provided two quotations (two separate contractors):

1. Kwik Kerb Caloundra @ \$28 p/meter with slurry + \$26 p/meter without slurry (recommended) = \$7,728 or \$7,176
2. Endless Edges @ \$18 p/meter (work on weekends only + village to dispose of old kerbing) = \$4,968. VM to discuss with committee.

Outcome: Both contractors would be prepared to do the job by sections. Further discussion needed re ground preparation & removal of old edging from site.

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

New signage has arrived from Setons. VM will discuss with John (Maintenance) and arrange for road signs to be installed in upcoming weeks – this will include installation of disabled parking sign adjacent to Manor as discussed in last committee meeting.

- **Repair of Bricks (Pavers) in Roadways (3.3)**

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 has received a detailed proposal from Boss Building maintenance, however the cost is absorbingly higher as they have raised several concerns 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 report at meeting for committee thoughts.

Outcome: Nole Beardwood will readdress the job quote with Concrete4Shore. Two quotes received were not comparing "apples with apples." Nole to report at next BCC meeting.

- **Sea Oak Parking Options (3.4):**

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.

VM has is awaiting finalisation of quote from Boss Building Maintenance as first quote submitted @ \$9,000 has been advised (by VM to contractor) as unrealistic.

VM has spoken with Programmed in regards to landscaping works required – pricing has been based on 0.5 meter of Top Soil / 8 x 200 mm Native plants / 2 sq. metre of Cypress mulch and removal of existing mature fig plant @ \$1,265 including GST.

VM to update further next meeting.

Outcome: Unanimous approval given for Manager to proceed with quote of \$3,020 (incl. GST) to construct three concrete parking spaces at far end of street.

- **Pool – leak issue – progress report (3.6)**

VM has met with Richard from Leak wise in regards to leak within swimming pool. Richard has tested all the pool equipment and internal outlets within the pool and found no leak evident. Issue was with overflow valve and has been rectified. VM is monitoring and no further leak is evident.

- **Landscaping Quotations (3.7)**

VM can advise committee that approval has been granted to Programmed Property Maintenance (PPS) to proceed with the following landscaping maintenance and upgrades:

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. VM has met with Viv and Richard and has scoped native tree selection, Viv is sourcing options as discussed and will commence project once stock available. Please note 3 x car parks will need to be utilised for soil / mulch etc. whilst project is underway. Supply and lay Cypress Mulch to Yarran Road – (full) as face of village - \$2,181 + GST, as per last committee meeting VM has met with Sales and has arranged for a 50% chargeback of this quote to be funded by Sales – total cost to sinking fund will be \$1,090.50.

- **Roadway cleaning – roads and driveways (3.8)**

VM has confirmed with Mark Eagleston (Group Community Manager) that Aveo would co fund 50 / 50 the road & driveway cleaning project based on costs estimation of powered gurney hire x 30 days (est) + associated cleaning chemicals and costs. VM to finalise costs and planned project schedule and present at next BC meeting

- **Hedge issue re: Villas 164 & 163 (5.1)**

VM has met with residents of Villa 163 & 164 in regards to concerns raised on hedging and will fill committee in with further details in regards to hedge issues between villas.

Pending Items:

- **Lift – NBN Changeover**

VM / AVM in consultation with Otis and telco company to have 3G mobile phone emergency phone installed into Manor lift @ \$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. Awaiting ETA on install date – VM to update next meeting.

- **Fire Code Update**

VM can update committee on Fire compliance issues:

No further QFRS attended alarm activations since last committee meeting. Invoice for \$1,300 received thus far from AARM in regards to alarm activations.

1. Detectors – Manor Roof Space: VM can advise that 25 older style detectors @ \$3,775 + GST have been replaced (funded by Aveo). This will assist in minimising the amount of unwarranted alarm activations in future.

2. Five yearly Hydrostatic Testing – needs to be completed on all Hydrants within the village for Fire compliance reasons.

Quote received from FSQ @ \$8,500 + GST for pressurized Hydrants (3) for Manor and all Hydrants within ILU’s (Town water pressure based Hydrants)

Quote received from Diligent Fire @ \$3,332 + GST for Manor pressurized Hydrants only (No ILU Hydrants). Contractor advises for compliance reasons only the pressurised hydrants are required to be hydrostatically tested.

VM is following up with Aveo Compliance team for guidance and to ensure village is covered on cheaper option. Will advise next meeting.

• **Flick Quotation**

Flick has presented quote for \$14,168.78 + GST to undertake annual Termite Visual inspection & inspection report for V71 – V125 (Zone A). VM to discuss with committee and seek approval to proceed.

Outcome: Nole Beardwood & John Weeden to check contract before Nole actions this.

9. General Business :

9.1 Discussion re calming suggestions from residents – Cheryl Hodges.

Nole Beardwood has rung Care Agency, spoken with contractors and couriers but their attitude seems to be that time is money!! Nole will persevere & still encourages residents to approach him with names of offenders so he can follow up.

Suggestions from three residents which have been actioned – a) speed limits (will be painted on roads; b) Manager has spoken to care agencies, contractors , tradies; c) speed restrictions are mentioned at induction meetings for staff & new residents; d) new speed sign to be erected at start of Links Cove.

9.2 re Item 3.9 – Issues raised by Sue were addressed and Secretary will reply to Sue on behalf of the BCC.

9.3 Re: Item 5.1. Cheryl Ford requested permission from the BC to extend the hedge along the southern side of her villa. As this area is Common Property and therefore the responsibility of the Body Corporate, the Secretary will request a further letter from Cheryl detailing the reason for her request.

Date of next meeting: Friday, 7th December, 2018 at **9.00am** in Gracemere Manor.

Close of Meeting: 10.45 am

Chairman:

Date: