

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday, 7th December, 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 2nd November, 2018.**
Accepted as a true and correct record.

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

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** Information re cleaning of roads & driveways – Nole Beardwood.
Refer Manager’s Report, Item 8.

4. Outward Correspondence:

- 4.1** Sue Day, 4/11/2018 – Traffic calming & resident safety on roads.
- 4.2** Cheryl Ford, 4/11/2018 – Re: Hedge on southern side of villa.
- 4.3** Eckart Weideling, 13/11/2018 – Re: RAC responsibility for General Services Fund.

Endorsed: Arnold Vandenhurk. **Seconded:** Terry Gleeson.

5. Inward Correspondence:

- 5.1** Sue Day, 7/11/2018 – Acknowledgement of letter dated 4/11/2018.
- 5.2** Eckart Weideling, 10/11/2018 – Re: Responsibility for General Services Fund.
- 5.3** Nole Beardwood, 13/11/2018 – Correspondence from Mike Fairbairn (ARQRV).

5.4 Mike Jordan, 19/11/2018 – Re: Hedge issue.

5.5 Marty & Roz Duell, 19/11/2018 – Re: Replacement of garden edging.

5.6 Cheryl Ford, 20/11/2018 – Re: Dividing hedge extension on southern side of villa.

Accepted: Bronwyn West.

Seconded: Arnold Vandenhurk.

6. Business arising from Correspondence:

6.1 (re 5.1) Noted & filed.

6.2 (re 5.2) Information given to resident re General Services Fund responsibility.

6.3 (re 5.3) Noted & filed.

6.4 (re 5.4) The Body Corporate is consistent in unanimously approving an extension to the dividing hedge between villas 163 & 164. Over previous years other residents have applied and been granted approval to have hedges/screens installed on Common Property at the Body Corporate's expense.

Nole Beardwood has been asked to organize the undertaking of this job with our gardeners.

6.5 (re 5.5) Due to the emergence of more important issues to be addressed, such as roofing, garden edging repair/replacement has been put on the back burner for the time being!

6.6 (re 5.6) Based on previous requests received from residents for additional privacy hedges/screens to be installed on Common Property, the Body Corporate has unanimously approved the extension of the dividing hedge between villas 163 & 164 at the Body Corporate's expense. Nole Beardwood to organize.

7. Treasurer's Report : John Weeden.

This report is based on the financials for October 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 four months has been based on last years contribution so is well below budget. The shortfall should be caught up by the end of February 2019.

EXPENSES:

Expenses for October were shown in seven Account numbers all of which related to common property.

Total Actual Expenditure ytd is \$13,236 compared to the Budget ytd of \$42,632. (It is still too early in the year to get excited.)

BALANCE SHEET:

The Balance Sheet for October showed a Cash balance of \$47,584 which agrees with the Bank Statement.

Term Deposits totalling \$250K are also shown. Two of these were due to mature on 30th November and Accounts will be advised to roll them over for one and two years respectively. Net Assets were \$332,628.

Moved: John Weeden.

Seconded: Cheryl Hodges.

8. Community Manager's Report : Nole Beardwood.

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

Kwik Kerb Caloundra @ \$28 p/meter with slurry + \$26 p/meter without slurry (recommended) = \$7,728 or \$7,176

Endless Edges @ \$18 p/meter (work on weekends only + village to dispose of old kerbing) = \$4,968

VM to discuss with committee and request action requirements moving forward

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

New signage has arrived from Setons. AVM has researched requirement for signs to be painted on roads and found that signs need to comply with QLD Transport legislation - i.e.: correct dimensions / colours / paint types etc. Requirement to paint speed signs and disabled entry sign would require purchase of compliant road paint (compliance and longevity reasons) x 3 colours - Red / White & Blue. Blue is required for disabled sign to be compliant. Cost per colour is \$200 + GST for minimum of 10 litres. As a result VM has requested a quote from Programmed Painting services as an alternate to compare pricing.

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

As per last Committee meeting VM has received a revised quotation from Boss Building Maintenance and has spoken with Geoff from Concrete4shore in regards to a sturdier application for roadway area in front of Manor. Revised cost comparison below:

- 1) Driveway Circa Area (quote to remove pavers and replace with concreted 150mm thick 32 mpa strength / F92 steel mesh and steel reinforcement pad)

Boss Building @ \$24,960 + GST

- Concrete 4 Shore @ \$14,000 + GST

2) Sea Oak Drive - 20 square metres of paving to be rectified

Boss Building @ \$9,000 + GST (125mm thick 32 mpa strength)

- Concrete 4 Shore @ \$2,400 + GST (100mm thick - lessor mpa)

VM to discuss findings with committee from discussions with Geoff - Concrete 4 Shore.

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

Work has progressed on the rectification work to Sea Oak parking area, following works have been undertaken since last committee meeting;

Removed existing old ply board fountain surrounds

- Concrete parking area (100mm thick, F72 steel mesh, 50/.65 Bar chairs) has been laid by Concrete4shore @ \$3,020 inc GST - images below

- Existing fountain box has been removed for new landscaping

Pending works

Programmed to landscape / Increase planting / mulch to surrounding areas @ approved quote of \$1,265 including GST

- Line marking x 3 to be painted on new concreted areas

VM to update further next meeting.

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

DS Roofing have confirmed will complete the roof replacement for maintenance shed on the 16th January 2019 @ \$5,291. We will then securely store roof tiles for future rectification works throughout village roofs.

Daniel from DS Roofing is currently presenting an action / priority report for committee review and next presentation to discuss which sections to start on an when to commence VM to update committee next meeting on ETA of report.

- **Roadway cleaning – roads and driveways (3.6)**

VM has confirmed with Mark Eagleston (Group Community Manager) that Aveo would co fund 50 / 50 the road & driveway cleaning project.

Based on a four week (Monday – Friday) hire of a Kerrick Petrol Powered pressure washer + floor washer / scrubber attachment from Allcott Hire in Coolum – cost would be \$3,440 + GST (\$1.7k to BC sinking fund). *Cost reduction potentially possible from vendor due to length of hire.*

- Labour component \$0 – PPS to provide labour based on current contractual arrangements
- Cost for mould preventative chemical to apply to provide a longer duration prior to mould returning (30 secs etc) to be advised – VM is researching best option moving forward.

VM to provide update to committee in next meeting with likelihood to start late Jan or early Feb 19.

Pending / New action items:

- **Landscaping Quotations**

VM can advise following approved Programmed Property Services works have been completed:

Garden Bed opposite Manor at NW corner (adjacent Bin area) – \$2,424 + GST.

Completed – plant choice has been native selection of smaller tube stocks from Coolum Native nursery, however specifically chosen for their variety compared to others natives within the village and for the bird attracting flowers – images of completed garden below.

Viv has advised tube stock set to flourish within 8 – 12 months from planting Supply and lay Cypress Mulch to Yarran Road – (full) completed- Total cost \$2,181 + GST, however Aveo Corporate will fund 50 / 50 with BC – so cost to sinking fund at \$1,090.50. Image of completed works below:

- **Lift – NBN Changeover**

Phone installation has been completed for Manor lift – awaiting final transition to NBN from Telstra. Scheduled for January due to Christmas season and work schedules being adjusted by contractor. VM to update next meeting.

- **Fire Compliance Update**

VM can update committee on Fire compliance issues:

1. 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 has been advised that all hydrants (town water & pressurised) need to be tested, VM is working with FSQ on revising of pricing for quote. VM has also been advised water will need to be turned off to conduct testing – as a result looking at staging testing over a period of 2 – 3 days to minimise inconvenience to residents.

VM to update 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 after discussion with Flick has approved to proceed and part of the annual \$50,413 amount as budgeted in sinking fund for Pest Control (Termite)

- **Faulty Backflow**

VM has approved quote for \$1,389 for another faulty 50mm back flow device, as predicted in sinking fund budget review we anticipated the need to replace a few back flow devices within the current FY due to condition / age, Work order has been issued to Eastern Plumbing who will undertake works prior to Christmas.

- **Faulty Tank Filter Pump replacement**

Approval given to The Pump House to replace “ Big Bertha Filter “ on grey water tank under Villa 133 – runs grey water (Toilets / washings machines etc.) for adjacent villas. Cost @ \$1,195

Resident Concerns - feedback for discussion

Nil concerns advised from residents within last period.

9. General Business :

❖ Bronwyn West left meeting at 9.50am.

9.1 Jackie Stewart asked re tree in golf course near swimming pool fence – is dead & could present a danger to residents. Nole Beardwood has spoken with groundsman at golf course who assures Nole that the tree will be removed in the next couple of weeks.

❖ Tom Shaw left meeting at 9.55am.

9.2 Chairman, Jackie Stewart thanked all Committee members for their diligence & hard work over the past twelve months.

Date of next meeting: Friday, **1st February, 2019** at **9.00am** in Gracemere Manor.

Close of Meeting: 10.00 am.

Chairman:

Date: