

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
3rd May, 2019
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 9.02am

1. Attendance: Jackie Stewart (Chairperson), Cheryl Hodges (Secretary), John Weeden (Treasurer), Terry Gleeson.
Nole Beardwood – Retirement Living Community Manager.
Apologies: Bronwyn West, Arnold Vandenhurk, Tom Shaw.
2. **Confirmation of Minutes of BCC meeting held on 1st March, 2019.**
Accepted as a true and correct record.
Moved: Terry Gleeson Seconded: John Weeden.
3. Business arising from Minutes:
 - 3.1 Repair of bricks in roadways – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.2 Roof tile repair action – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.3 Cleaning of roads & driveways – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.4 Fire Compliance Update – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.5 Higgins – Annual Painting Program – Nole Beardwood, John Weeden.
Defer to Manager’s Report, Item 8.
 - 3.6 Bollard Condition/Budgeting purposes – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.7 Manufacture of Aluminium Panels for Lot 3 pedestrian gate – Nole Beardwood.
Defer to Manager’s Report, Item 8.
 - 3.8 Villa 7 – Plumbing concerns. Nole Beardwood.
Defer to Manager’s Report, Item 8.
4. Outward Correspondence:
 - 4.1 Sandra Ferber, 1/3/2019 –Re: BC Insurance responsibilities. (Nole Beardwood replied).
 - 4.2 Margaret & Elton Ord, 21/3/2019 – BC approval to install security screen on living room/patio doorway. (Nole Beardwood replied).
 - 4.3 Jan Corlett, Chair, RAC, 21/3/2019 – Acknowledgement of receipt of RAC correspondence, 11/3/2019. (Nole Beardwood replied).
 - 4.4 Frank Craig, 27/3/2019 – Re: Irrigation System. (Nole Beardwood replied).
Endorsed: John Weeden. Seconded: Terry Gleeson.

5. Inward Correspondence:

5.1 Frank Craig, 22/2/2019 – Re: Irrigation System throughout village.

5.2 Margaret & Elton Ord – Request for approval to add screen door onto villa.

5.3 Karen Wright, Sect. RAC, “Re: Approval request to install Polycarbonate Roofing over Patio Areas.”

5.4 Ray Larke, 22/3/2019 – Re: Failure of a number of streetlights during storms.

5.5 Kim Zimmermann, 23/3/2019 – Re: Broken tiles on front patio.

5.6 Trevor Davis, 27/3/2019 – Re: Repairs to battens on gable face of roof.

5.7 Cheryl Ford, 2/4/2019 – Re: Report to Council by another resident regarding washing of garbage bins by Cheryl Ford.

5.8 Pat Charlwood, 3/4/2019 – Re: Lifting of rear patio tiles by tree roots.

5.9 Jackie Stewart, 3/5/2019 – Resignation from position of Chairman - effective immediately.

Received: Terry Gleeson.

Seconded: John Weeden.

6. Business arising from Correspondence:

6.1 (re 5.1) Frank Craig’s questions re the irrigation system throughout the village were answered by Nole Beardwood in his reply to Frank.

6.2 (re 5.2) Nole Beardwood advised Margaret & Elton Ord that the Body Corporate approved the installation of a security screen to their villa at their cost.

Nole has given them a Building Alterations & Addition’s Form to be completed.

6.3 (re 5.3) Due to a response from a Manor resident concerned over the noise on the polycarbonate roofing as suggested, the RAC has investigated an alternate polycarbonate material which is more soundproof than the original.

All effort will be taken into consideration to allay the concerns of the resident.

Body Corporate has approved the installation of roofing over this area for the benefit of residents using the area particularly during the summer months.

6.4 (re 5.4) This issue is included in the Manager’s Report, Item 8.

6.5 (re 5.5) This issue is included in the Manager’s Report, Item 8.

6.6 (re 5.6) Trevor Davis wrote regarding a suggestion for the repair to battens which may come away from the gable face. To date the maintenance requirement for this problem has been minimal, but Trevor’s suggestion has been taken on board & will be investigated for inclusion in future Budgets.

6.7 (re 5.7) This dispute between two residents is being handled by the Manager, Nole Beardwood.

6.8 (re 5.8) This issue is addressed in the Manager’s Report, Item 8.

6.9 (re 5.9) Committee members expressed their appreciation for the leadership given by Jackie Stewart over her 3 years as Chairman of the Body Corporate Committee. Jackie has freely given many hours of her time to liaise with Management & Aveo personnel to continue the positive rapport established over the past few years.

We wish Jackie good health & many days of relaxing time to follow her interests.

A BC Committee meeting will be held next week to discuss the appointment of an Interim Chairman until the BC AGM in September.

7. Treasurer’s Report: John Weeden.

This report is prepared even though there is no BCC meeting in April and is based on the financials for February 2019.

INCOME

The total income from SAs and ILUs for the month was \$5,772 above the Budget for the month but the ytd total is \$3,495 below the Budget ytd (last month it was \$7,033 below). This is probably because the contributions are based on last year's figures and not the figures approved at the last AGM. I previously have predicted that the contributions should catch up to budget by end of February, but they have not. *What is the reason?*

EXPENSES

Expenses for February were shown in eleven Account numbers:-

Quantity Surveyor Reports: - \$129.50 is an accrued amount each month which gives \$1,036 ytd for the eight months

Natural Account 2443 Schedule Maintenance - Lifts. This has probably been raised as a central account to which is charged all lift maintenance charges for all villages. Accounts then split it up to specific villages. In the January Detail Trial Balance there were 11 monthly charges for lift maintenance followed by 11 reversals for the same amounts - balance zero. An amount of \$2,933 was charged for lift maintenance - Aug 17 to Jun 18. A further amount of \$1,920 was charged for 30.6.18 - 31.1.19. In the February Detail Trial Balance the amount of \$1920 is reversed out and two amounts totalling \$2,412 were added to cover Jul 18 to Mar 19. *Do we really know what our lift maintenance has cost? Also there is no money in the budget for this item. There is another item in our budget for lift maintenance - Why are these two accounts not combined?*

Contractor - Pest Control: - \$14,661 for Annual Pest Inspection.

R&M Roof; - \$4,810 for removal of tiles from Gardeners' shed.

R&M Electrical: \$2,218 for digital keypad (Gate in Lot 3?) Irrigation control box and 3 lights in Lot 3

R&M Plumbing: - \$1,126 for Pump House for work on irrigation system.

R&M Gardens & Grounds: - \$65 various items from Peregian Hardware. This item has now exceeded the ytd budget.

R&M Fountain: - \$288 for replacement of LED lights.

R&M General: - \$955 for stencils and painting roadway.

R&M TV Antennae: - \$297 for antenna at V163.

Resident Activities: - \$31 for gas bottle. This will be moved to the GSF.

Total Actual Expenditure ytd is \$61,312 compared to the Budget ytd of \$132,558. (It is still too early in the year to get excited as we haven't paid for the painting yet.)

BALANCE SHEET

The Balance Sheet for 28th February showed a Cash balance of \$98,332.63. The Bank Statement was for the month of March and showed a balance at 1st March of \$98,333.19 (close enough).

Term Deposits totalling \$251,260 are also shown.

Net Assets were \$337,839.

Moved: John Weeden.

Seconded: Cheryl Hodges.

BODY CORPORATE SINKING FUND - TREASURER'S REPORT FOR MAY 2019

MEETING

This report is prepared for the May BCC meeting and is based on the financials for March 2019.

INCOME

The total income from SAs and ILUs for the month was \$1,173 below the Budget for the month and the ytd total is \$4,668 below the Budget ytd (last month it was \$3,495 below). This is

probably because the contributions are based on last year's figures and not the figures approved at the last AGM. I previously have predicted that the contributions should catch up to budget by end of February, but they have not. *What is the reason?*

EXPENSES

Expenses for March were shown in six Account numbers:-

Quantity Surveyor Reports: - \$129.50 is an accrued amount each month.

Income Tax Expense: -\$571 This is probably a quarterly payment. The ytd figure of \$1,713 is over the total year budget of \$1,336.

R&M Roof: - \$700 for repair of roofs at Villas 71, 82 and 178.

R&M Electrical: - \$62 for tools from Peregian Beach Hardware so probably should have been coded to Plant and Equipment.

R&M Plumbing: - \$1,935 to Eastern Plumbing for repairs at Villas 7, 96 and 141 and to Pump House for work on irrigation system.

R&M Gardens & Grounds: - \$1,320 to Programmed and Property for mulching and various items from Peregian Hardware. This item at ytd \$12,910 has now exceeded the total budget of \$11,064.

Total Actual Expenditure ytd is \$66,033 compared to the Budget ytd of \$143,216. (Even though we are three quarters through the financial year it is still too early to get excited as we haven't paid for the painting yet.)

BALANCE SHEET

The Balance Sheet for 31st March showed a Cash balance of \$90,335.70 and with reference to the Reconciliation Report agrees with the Bank Statement of \$90,336.26.

Term Deposits totalling \$251,260 are also shown.

Net Assets were \$344,249.

Moved: John Weeden.

Seconded: Cheryl Hodges.

8 Community Business Manager's Report: Nole Beardwood.

• **Repair of Bricks (Pavers) in Roadways (3.1)**

- **Item is pending – follow up to be provided by VM next Committee meeting.**

- As per last Committee meeting VM has received a revised quotation from Boss Building Maintenance and has spoken with Geoff from Concrete4shore in regard 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)

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• **Roof Tile Progress works – VM to summarise (3.2)**

- VM has been consulting with Daniel from DS Roofing who has advised he has allocated some time to commence repairing roof sections within the current financial year. DS roofing have advised that the re-pointing in Beachgrass Crescent and Crestbrook Place require the most immediate attention.

- VM to provide current financial standpoint of sinking fund budget and discuss with committee works as above to be completed within current FY.

OUTCOME: BCC members approved an allocation of up to \$3,500 for DS Roofing to commence work on the worst affected villas in Beachgrass Crescent & Crestbrook Place.

- **Roadway cleaning – roads and driveways (3.3)**

- *Item is pending due to leave for PPS staff / higher priority duties etc. – **follow up to be provided by VM next Committee meeting.***
- VM can confirm Aveo will enter with Body Corporate in 50 / 50 cost allocation for works.

Fire Compliance Update (3.4)

Five yearly Hydrostatic Testing – needs to be completed on all Hydrants within the village for Fire compliance reasons. Confirmed in discussion with Aveo asset team and fire compliance officer that all Hydrants (pressurised and mains water) are required to be tested 5 & 10 yearly.

- Quote received from FSQ @ \$8,500 + GST for pressurized Hydrants (3) for Manor and all Hydrants within ILU's (Town water pressure-based Hydrants)
- VM is working with FSQ on revision of pricing for quote as quotation was based on completion of works in one attempt. As water will need to be cut off for works to occur, VM is working with FSQ on spreading works over several days so disruption to residents is minimized within the process.
- **VM to provide updated quotation next committee meeting**

- **Higgins – Annual Painting Program (3.5)**

- Year 7 of contracted painting maintenance program has been completed and Progress claim no: 1 invoice submitted and approved by VM @ \$39,281.48. (Invoice total to be \$49,712* after all progress claims).

**Subject to any rise and fall as per contract.*

- VM met and reviewed works as completed with Higgins representative and advised satisfaction of works completed.
- Again due to weather issues (storm on first scheduled day delayed works program) complaints were received from several residents in regard to painters not attending as per schedule, in addition an incident occurred where a resident did not want to receive a wash down and due to human error a wash down commenced, resident was home and stopped works from occurring – Higgins contractor was very apologetic to resident once realisation mistake had been made and resident was satisfied with apology and outcome.
- No other issues advised with quality of works to date.

OUTCOME: Item completed.

Bollard Condition / Budgeting purposes (3.6)

- Condition of current Bollards are poor, rusting tops / rusted bases / exposed underground wiring. Currently during wet weather Bollards are tripping the power circuits causing outages for large areas, this is due to either water exposure of head unit or base and /or underground wiring. Circuits cannot be reset until all water has either been removed or dried out. Otherwise as soon as circuit is switched back on it trips again due to water exposure.

- VM to provide quotes for full replacement of Bollards within existing stages of village (Lot 3 are not affected). Suggestion for replacement would be to replace with LED as options for 240v bollards are limited and changing to LED not only saves power, but decreases maintenance costs for bulbs and also no issues with underground 240v cabling as a 12v transformer is installed into each bollard (i.e.: if it fails you just need to replace one item – not a length of underground cabling). Quotes will come in two forms – materials + labour
- **VM will collate for next budget and provide options so committee can consider for budgetary purposes for FY19/20.**
- **Manufacture of Aluminium Panels Lot 3 pedestrian gate (3.7)**
 - As per last committee meeting, VM / AVM has consulted with Mike from Keystone Engineering – VM to discuss feedback as advised with committee.
 - **OUTCOME:** Nole Beardwood will obtain quote on thicker aluminium panels (3mm) & powder coated ones.
- **Villa 7 – Plumbing Concern and outcome (3.8)**
 - VM can advise works required to rectify plumbing issue as raised by resident in last committee meeting has been rectified. Eastern Plumbing investigated and found broken sewer pipe / excavated and cut out faulty section of sewer / reworked pipe work with new and backfilled area – cost @ \$1,830.30.

Resident advised issue has been resolved.

Pending / New action items:

- Retaining Wall works required for rear of Villa 34 – as per image, retaining wall works required for rear of Villa 34 as retaining wall isn't capturing water runoff and in periods of wet weather resident is ending up with soil / material run off within villa gardens. Quote has been provided by Hire & Hubby @ \$1,587.30 to install a further two positioned concrete sleepers to rectify issue.
- **VM is sourcing alternate quote and will provide to BC for approval.**
- Letter received from resident in Villa 26 in regard to quality of water and lack of water pressure with unit. VM engaged Eastern Plumbing to investigate and cause found was aggregate within lines. Eastern Plumbing installed a whole house backwash filter system which will allow the resident to backwash the lines within the villa as needed at a cost @ \$1,580. Eastern Plumbing have advised that by installing the backwash device it will extend the requirement needed to complete whole village water mains flush (Est \$2k each time) which is currently on a six monthly schedule – hoping to be able to push this out to 12 monthly, so effectively install of filter will save committee money as forecasted.

Resident Concerns – feedback for discussion

- Villa 183 – Cracked Entrance tile. BC has been advised (by resident) of two cracked tiles on front patio – as per image below. VM has inspected and arranged for quote from action maintenance to be presented for cutting the edge of all front tiles and replacing with a metal strip. **VM to present quote to committee for approval.**
- Villa 111 – Resident reported cracked rear patio tiles (as below) – VM has inspected and will arrange for Luke from Action Maintenance to inspect and quote on repair requirements. Upon inspection, VM cannot locate reason for tile issue – not visible tree root damage or interference, **VM to provide quote for committee review once received.**

- Meeting conducted with resident of Villa 126 in regard to conditions of gardens adjacent to their villa and carpark area on common property. Concern raised in regard to dying plants and overall garden appearance not up to standard compared with remaining grounds within village. **VM & Miles from PPS met with resident as VM agreed to review planting and mulching within the new financial year and invest in improvements to the area.**
- Resident in V82 has raised with VM issue of crack in bathroom frosted window, **VM to request approval from BC to arrange for quote to be replaced.** **OUTCOME:** Nole Beardwood to obtain quote & check on boundary line of villa to assess responsibility for payment of replacement.

9. General Business:

9.1 Date of 2019 BC AGM – Cheryl Hodges.

Date set - Friday, 27th September 2019 at 10.00am in Gracemere Manor.

Notice of date & time with Nomination Forms for BC Committee positions to be circulated to Lot Owners at beginning of June 2019.

Nomination forms to be returned by end of June.

9.2 Pedestrian safety throughout village – Jackie Stewart.

Nole & gardeners will assess the visibility at driveways & for pedestrians walking along the edge of roadways throughout the village.

Residents should also be aware to walk on the correct side of the road – i.e. side facing the on-coming traffic!

Date of next meeting: **Friday, 7th June 2019** at **9.00am** in Gracemere Manor.

Close of Meeting: 10.50am

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Chairman

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Date