

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
7th June, 2019
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 9.05 am

1. Attendance: George West (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Pat Bowen.

Nole Beardwood - Retirement Living Community Manager.

Apologies: Arnold Vandenhurk, Terry Gleeson.

2. Confirmation of Minutes of BCC meeting held on 3rd May, 2019.

Accepted as a true and correct record.

Moved: Tom Shaw Seconded: John Weeden

- Confirmation of Minutes of Extra BCC meeting held on 7/5/2019 -
Moved: John Weeden Seconded: Tom Shaw
- Confirmation of Minutes of Extra BCC meeting held on 14/5/2019 -
Moved: Tom Shaw 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 Cleaning of roads & driveways - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.3 Fire Compliance Update - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.4 Bollard Condition/Budgeting - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.5 Manufacture of Aluminium Panels for Lot 3 pedestrian gate - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.6 Rear retaining wall quote, villa 34 - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.7 Cracked tiles, rear patio quote, villa 111 - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.8 Bathroom window replacement, villa 82 - Nole Beardwood.

Defer to Manager's Report, Item 8.

3.9 Pedestrian safety throughout village - Nole Beardwood.

Defer to Manager's Report, Item 8.

4. Outward Correspondence:

- 4.1 Jackie Stewart, 5/5/2019 – Acknowledgement of resignation as Chairman, effective 3/5/2019.
- 4.2 Bronwyn West, 7/5/2019 – Acknowledgement of resignation, effective 7/5/2019.
- 4.3 George West, 7/5/2019 – Nominated as Interim Chairman.
- 4.4 Pat Bowen, 14/5/2019 – Request for formal acceptance as BCC member until AGM.
- 4.5 Trevor Davis, 17/5/2019 – Appreciation for suggestion re roof batten maintenance.
- 4.6 Kim Zimmermann, 17/5/2019 – Re: Broken tiles on front patio.
- 4.7 Ray Larke, 17/5/2019 – Re: Malfunction of bollards during/after storm.
- 4.8 Karen Wright, Secretary, RAC, 17/5/2019 – Approval to install Polycarbonate Roofing over Patio Areas.
- 4.9 Margaret & Elton Ord, 17/5/2019 – Approval to add screen door onto villa.
- 4.10 Cheryl Ford, 17/5/2019 – Re: Residents' dispute.
- 4.11 Pat Charlwood, 17/5/2019 – Re: Cracked tiles on rear patio.

Endorsed: John Weeden.

Seconded: Tom Shaw.

5. Inward Correspondence:

- 5.1 Jackie Stewart, 3/5/2019 – Submitting resignation as Chairman, effective immediately.
Noted & filed.
- 5.2 Bronwyn West, 7/5/2019 – Submitting immediate resignation as BCC member. (a.m.)
Noted & filed.
- 5.3 George West, 7/5/2019 – Acceptance of position of Interim Chairman of BCC. (p.m.)
Noted & filed.
- 5.4 Pat Bowen, 15/5/2019 – Acceptance of BCC member position until AGM in Sept.
Noted & filed.
- 5.5 Annette Owen, 3/6/2019 – Re heavy traffic entering Yarran Road gate.

Received: Tom Shaw

Seconded: John Weeden.

6. Business arising from Correspondence:

6.5 (re 5.5) Annette Owen expressed concern at speed & size of vehicles entering village through Yarran Road gate. We remind residents that the installation of speed humps was rejected at the last Body Corporate AGM in September, 2018, so we ask Annette to give suggestions to resolve this issue.

7. Treasurer's Report : John Weeden.

This report is prepared for the June BCC meeting and is based on the financials for April 2019.

INCOME

The total income from SAs and ILUs for the month was \$1,208 below the Budget for the month and the ytd total is \$5,875 below the Budget ytd (last month it was \$4,668 below). *What is the reason for this apparent ongoing discrepancy?*

EXPENSES

Expenses for April were shown in several Account numbers:-

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

Income Tax Expense:-\$648. This is a quarterly payment. The ytd figure of \$2,361 is over the total year budget of \$1,336.

Schedule Maintenance – Lifts:- \$295 This is probably an accrued amount totalling \$2,361 even though there is no money in the Budget.

R&M Lifts:- No money expended in April but ytd has amounted to \$2,674 from a budget of \$5,086. *Why are the above two items not combined?*

R&M Plant & Equipment:- \$227 Servicing of gate.

R&M Building:- \$60 for repair of gable.

R&M Electrical:- \$636 for replacement of Communication box at V7 and automatic opener. *Where, please?*

R&M Plumbing:- \$2,403 to Eastern Plumbing for repairs at Villa 7 and to Pump House for work on irrigation system.

R&M Gardens & Grounds:- \$1,266 for removal of soil and grass. This item at ytd \$14,177 has now exceeded the total budget of \$11,064.

Painting:- \$35,710 for recent village washdown and repaint of Stage 10.

Total Actual Expenditure ytd is \$119,501 compared to the Budget ytd of \$153,874.

BALANCE SHEET

The Balance Sheet for 30th March showed a Cash balance of \$91,110.07 which agrees with the Reconciliation Report.

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

The Total Cash is \$342,370 but Total Accounts Receivable of -\$41,139 and Total Liabilities of \$657 give Net Assets of \$301,887. Last month Total Accounts Receivable were \$6,903 and Total Liabilities were -\$4,250 giving Net Assets of \$344,241. *Why is there such a big difference?*

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 – Subject to BC sinking fund budget forecast and approved Aveo contribution to costing.

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)

- **Roadway cleaning – roads and driveways (3.2)**

VM can confirm at request of Chairperson Matter to be removed from Body Corporate consideration for works.

Outcome: Due to other more urgent Budget considerations, this item will be removed from the Agenda.

- **Fire Compliance Update (3.3)**

Item is pending – Subject to BC sinking fund budget

Footnote: Addressed at next BCC meeting.

- **Bollard Condition / Budgeting purposes (3.4)**

VM has spoken with Steve from Nicklin Electrical who is consulting with wholesale electrical suppliers and will presents suggested bollards and costs. Quote will be separated into supply and install (labour) and supply only. VM to advise committee once received.

- VM has liaised with BC finance subcommittee and an allocated sum has been considered for budgetary purposes in FY19/20.

- **Manufacture of Aluminium Panels Lot 3 pedestrian gate (3.5)**

- VM has received revised quotes on panels as per advice from committee in last meeting (concern around lack of strength in aluminium panel).
- Aluminium panel increased thickness to 5mm and powder coated @ \$674 + GST
- Stainless Steel 2.5mm / 316 grade stainless and powder coated @ 967 + GST
- Committee to advice.

Outcome: Installation of stainless steel panels at cost of \$967 + GST approved by BCC.

Nole Beardwood to organize.

- **Retaining Wall quote Villa 34 (3.6)**

- VM has sourced two quotes to install a rear retaining wall addition to rear of villa to prevent soil run off and fall in wet weather.
- Quote from Hire & Hubby - \$1,587.30 inc GST
- Quote from Action Maintenance - \$1,244.10 inc GST
- VM to discuss quote details with committee and seek approval to proceed.

Outcome: BCC approved Action Maintenance quote for \$1,350 + GST. Nole to organize job.

- **Cracked tile repair for rear patio Villa 111 (3.7)**

- VM has consulted Luke from Action Maintenance to review and recommend repair. Luke has provided quote for \$1,350 + GST.
- VM to discuss quote details with committee and seek approval to proceed.

Outcome: BCC members asked Village Manager to check whether approval was given - i.e. an Alterations & Additions Form completed prior to installation of the awning.

This issue will then be discussed at the next BCC meeting.

- **Bathroom Window replacement V82 (3.8)**

- Item is pending – VM to arrange for quotations for presentation and next committee meeting.

- **Pedestrian Safety throughout Village (3.9)**

- VM has meeting with Viv (Programmed) Thursday 13th June to conduct village review in relation to hedging / line of site safety concerns etc.
- VM to update committee on actions taken next committee meeting.

Pending / New action items:

- **Roof Tile Progress works –**

- VM has issued work order to DS Roofing to complete the below roofing repairs, works to be completed in June @ \$3,552.

154-155	Install valley clips Repoint all ridge caps with flexible pointing Clip around skylight Change 22 broken tiles	\$1166
156-157	Repoint all ridge caps with flexible pointing Install short course clips Beat down lead work Change 20 broken tiles	\$1196
158-159	Install valley clips Repoint all ridge caps with flexible pointing Install short course clips Change 20 broken tiles	\$1190

Resident Concerns – feedback for discussion

- Letter received by resident of V140 in regards to request for removal of hedging trees in front of villa removed and replaced with Grevillia's to attract bird life and beautify front garden.
- Resident will fund plant purchases and seeking approval from committee.

Outcome: BCC has no objection to resident undertaking this action.

- VM has been approached by resident in Villa 27 Annette Owen in regards to traffic (trucks) speeding in village (Crestbrook Place to Yarran Road exit) and parking in village outside Lot 3 ILU's.
- VM to discuss with committee actions taken to date and suggested actions moving forward.

Outcome: Secretary to write to Annette Owens for her suggestions to resolve issue.

- VM contacted by resident in Villa 1 in regards to her guttering broken and hanging off roof – VM arranged for Eastern Plumbing to be engaged and repair @ \$600 + GST.
- The sinking fund budget for fiscal 2019/2020 was discussed in detail with major funding being inserted for repairs to roofs, replacement of Bollards and general plumbing repairs. This will mean a corresponding increase in the sinking fund contributions in next fiscal years levies. There is still some fine tuning to do before a definite final figure can be determined.

9. General Business :

9.1 Street signs – George West.

George requested that street signs be upgraded as lettering is faded & hard for visitors to the village to see.

Nole Beardwood to obtain quote for replacement of 5 street signs.

9.2 AGM Notices – distributed last Tuesday. Reminder that Nomination Forms to be returned by 5.00pm, 30th June, 2019.

9.3 Emailing Agenda/Minutes to Lot Owners.

At the May BCC meeting Terry Gleeson raised this question to help with stationery costs in the Budget. Following discussion, Committee members agreed that the Secretary will circulate a brief form to Lot Owners asking those who would be interested in receiving the BCC Agenda/Minutes by email to complete form & place in BC mailbox.

9.4 Insurance coverage if golf ball from Peregrin Golf Club damages our property.

Information was given to BCC members regarding this issue. All Peregrin Pass Holders are covered by Golf Australia Insurance if "they hit a ball into an adjoining property that may cause damage." If this happens & you can identify the player responsible, please contact the Golf Club in the first instance, then let our Reception "girls" know.

Date of next meeting: Friday, 5th July, 2019 at 9.00am in Gracemere Manor.

Close of Meeting: 10.55 am