

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
6th September, 2019
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 9.04 am.

1. Attendance: George West (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Terry Gleeson, Pat Bowen.
Nole Beardwood – Retirement Living Community Manager.

Apologies: Arnold Vandenhurk.

2. Confirmation of Minutes of BCC meeting held on 2nd August, 2019.
Minutes accepted as a true and correct record.

Moved: Tom Shaw.

Seconded: Terry Gleeson.

3. Business arising from Minutes :

3.1 Cracked tiles, rear patio, villa 111 – Cheryl Hodges.

Defer to Manager's Report, Item 8.

3.2 Excessive water usage at villa 155 – Nole Beardwood/Cheryl Hodges.

Refer to Manager's Report, Item 8.

3.3 Rotting fence post (rear of villas 78 & 79) – Nole Beardwood.

Refer to Manager's Report, Item 8.

3.4 Villa 129 re faulty replacement of artificial grass area – Nole Beardwood.

Nole Beardwood is waiting to hear from John (maintenance) whether he can rectify the problem.

4. Outward Correspondence:

4.1 Kim Zimmermann, 8/8/2019 – Re: Gutter repair/replacement on villa.

4.2 Isabel Burnett, 9/8/2019 – Re: Excessive water usage at villa.

4.3 Pat Charlwood, 9/8/2019 – Re: Cracked tile on rear patio of villa.

4.4 Sharon & Bob Jack, 9/8/2019 – Re: Yarran Road area of garden.

4.5 Margaret & Elton Ord, 9/8/2019 – Re: Replacement of water meter by Unity Water.

4.6 Margaret Armstrong, 9/8/2019 – Re: Issue with underground water sprinkler system.

Endorsed: Pat Bowen.

Seconded: Terry Gleeson.

5. Inward Correspondence:

5.1 Sharon Jack, 13/8/2019 – Re: Yarran Road Garden Area.

Received: John Weeden.

Seconded: Tom Shaw.

6. Business arising from Correspondence:

6.1 (re 5.1) George West & Cheryl Hodges to meet with Sharon Jack to discuss issue & Sharon's concerns.

7. Treasurer's Report : John Weeden.

This report is prepared for the September BCC meeting but there is only limited financial information available. There is no Statement of Income & Expenditure and no Balance Sheet.

INCOME:

With no Income Statement it is not possible to compare income with the expected budget.

EXPENSES:

From the Detail Trial Balance we can see there was expenditure in three accounts:-
\$801 in R&M Building. (\$292 at V183 and \$509 at V82)
\$747 in R&M Electrical for replacement of two faulty bollard lights.
\$809 in R&M Antennae at V35,36 and 39

BALANCE SHEET:

With no Balance Sheet it is not possible to determine Term Deposits, Operating Account Balance or Net Assets.

From the ANZ Account Statement Report we can see that the Operating Account balance at 1 July was \$49,459.62 (which agrees with the balance at 30 June on the previous statement) **but was only \$2,667.64 at 31 July.**

8. Community Business Manager's Report : Nole Beardwood.

• **Cracked tile repair for rear patio Villa 111 (3.1)**

- VM has consulted Luke from Action Maintenance to review and recommend repair. Luke has provided quote for \$1,350 + GST. Luke has also provided guidance in regards to process for replacing tiling – and does not recommend removing and replacing tiles without removing structure wall prior.
- VM has consulted with Noosa Own Building (Jim) as requested and quote produced for \$1,536 + GST. Contractor advised that structure could remain in place for works to proceed.
- VM to seek advice from BC on action to be taken.

Outcome: BCC has received a 2nd quote & is reviewing options before we go back to the contractors to see if there is a more efficient way to have this process completed.

We are also still waiting for a reply from the resident to our correspondence dated 9/8/2019 requesting that he obtains a quote from a contractor of his choice.

- **Excessive Water use Villa 155 (3.2)**
 - Resident has advised that the outstanding water bills have been overturned by Unity Water and resident is no longer responsible for settling. Water meters were not required to be tested.

- **Rotting Fence Post – rear of V78 – V79 (3.3)**
 - VM has received quote from Fencescape to dismantle and remove approx. 18mtrs of fence posts and to supply and install new fence posts to marry in with existing @ \$3,780.
 - VM has spoken to contact at St Andrews and arranging for time to meet with facilities manager to discuss repair approach and shared cost
 - VM to update next meeting.

Outcome: Nole Beardwood is to meet with the Facilities' Manager at St. Andrews Anglican College to discuss shared responsibility for this item.

- **New Street signs to replace old / faded one (3.3)**
 - AVM continues to liaise with Steve from Coolum Signs who has provided a quote @ \$3,884.50 + GST for new street signs and new map to be placed at front of village (under billboard sign)
 - Ailyn and Committee Member (Pat Bowen) have completed a walkthrough of the village – VM / Pat to discuss suggestions with committee.
 - Marketing is continuing to work on approved branding to be forwarded so street signs can proceed
 - VM to discuss concerns with planned Map Location raised by Mark Eagleston during last week's property review.

Outcome: This is a Marketing cost, not a Body Corporate cost. Once the contractor receives the templates from Marketing, the old street signs will be replaced.

Pending / New action items:

- **Roof Tile Progress works**
 - VM has compared original cost scope document to 2nd quotation as received by DS Roofing for works in ILU's (15 – 26 + 126 & 127 + 160 – 169) 16 in total. Original scope for works @ \$16,058 vs revised quote @ \$16,175 – costs within approved comparison for FY 19/20 Budget.
 - VM can advise work has been scheduled to commence on the 14th October

- **Unit 183 – Repair to Roof (Zimmerman Letter to BC).**
 - VM can advise per images below, resident had been contacted and advised concern with roof. Downpipe had fallen away from guttering. In an effort to keep costs to minimum, John (maintenance) has attended and silicone to fix. Will monitor and engage plumbers if repair works fail in future.

- **Villa 85 – Block Pipe / Work required Eastern Plumbing**
 - Works undertaken within last month to resolve issue of a blocked pipe for V85. Resident advised water not draining and potential to overflow into unit – on investigation found roots had entered the pipe and blocked. As per images pipe had cracked allowing root ingress. Repair undertaken by Eastern Plumbing @ \$1,614 inc GST.

- **Yarran Road Key Pad damage and repair**
 - Resident advised that unknown vehicle had struck and damaged (broken off) external keypad for Yarran Road Gate.
 - Brad from Eastern Plumbing was able to weld and repair, no electronic damage done luckily – cost to repair @ \$343.20 including GST.

Resident Concerns – feedback for discussion

- Villa 73 – Exhaust Fan Quote approval @ \$345 (Quote from Nicklin Electrical) VM to discuss with Committee approval to proceed / Exhaust Fan motor failure on roof.
Outcome: Nole Beardwood will clarify issue with Cathy Pashley (BC Advisor to Aveo) re responsibility for this item.

9. General Business :

9.1 Nole Beardwood advises that Aveo has engaged a company (IMF) to create a Maintenance schedule/plan across all their villages. The company will be looking at all our periodical maintenance requirements – are we maintaining everything and do we have enough services, etc.? This will also include our daily check list to make sure that John (maintenance) has an adequate role within the village to maintain the village to a good standard. It was therefore decided that this exercise would be more valuable at this stage than the BCC establishing their own five-year plan sub-committee.

9.2 George West requested an up-date on the insurance claim for structural damage in ensuite at villa 105. The claim is currently with the Insurance Assessor for a decision on contractor.

Date of next meeting: Friday, 4th October, 2019 at 9.00am in Gracemere Manor.

Close of Meeting: 10.55 a.m.

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 Chairman

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 Date