

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

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

Meeting commenced: 9.00 am.

1. Attendance: George West (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Terry Gleeson, Arnold Vandenhurk.
Ailyn Lewis - Retirement Living Community Assistant Manager.
- ❖ Chairman, George West warmly welcomed Ailyn Lewis to the meeting and congratulated her on her appointment to the position of Manager, Lindsay Gardens, Buderim. The old adage certainly rings true in this instance - "Our loss is their gain!"

Apologies: Pat Bowen, Tom Shaw, Nole Beardwood.

2. Confirmation of Minutes of BCC meeting held on 1st November 2019.

Minutes accepted as a true & correct record.

Moved: John Weeden. Seconded: Arnold Vandenhurk.

Confirmation of Minutes of Special Committee Meeting held on 12th November, 2019.

Minutes accepted as a true & correct record.

Moved: Terry Gleeson. Seconded: John Weeden.

3. Business arising from Minutes :

3.1 Removal of 2 Eumundi trees, villa 137 - Nole Beardwood.

Defer to Item 8.

3.2 Bollard & Roadway repairs commencement date? Nole Beardwood.

Defer to Item 8.

3.3 Shade on light at Manor end of Links Cove - Nole Beardwood.

Defer to Item 8.

3.4 State of nature reserve on Yarran Road - Nole Beardwood & Cheryl Hodges.

Defer to Item 8.

3.5 Villa 78/79 - Rear fence replacement - Nole Beardwood.

Defer to Item 8.

3.6 Gracemere/Yarran Road Gates update - Nole Beardwood.

Defer to Item 8.

3.7 Pavers in Sea Oak Drive, Villas 74 to 89 - Nole Beardwood.

Defer to Item 8.

3.8 Roof gutter cleaning - Nole Beardwood.

Defer to Item 8.

4. Outward Correspondence:

- 4.1 Ben Marsden, SCC, 14/11/2019 – Re: State of Yarran Road/ Peregian Springs Drive nature reserve.
4.2 Bruce & Cheryl Hodges, 15/11/2019 – Re: Insurance Excess payment.
4.3 Sharon Jack, 21/11/2019 – Re: Discussion on correspondence at next BCC meeting.

Endorsed: Arnold Vandenhurk. Seconded: Terry Gleeson.

5. Inward Correspondence:

- 5.1 Brenda Langmaid, 4/11/2019 – Re: Leaking Manor Atrium.
5.2 Secretary, RAC, 12/11/2019 – Re: Condition of windows in Manor Common Area.
5.3 Anne Millier, 12/11/2019 – Re: State of gardens surrounding villa.
5.4 Ben Marsden, SCC, 18/11/2019 – Re: Yarran Road/ Peregian Springs Drive nature reserve.
5.5 Nole Beardwood, 18/11/2019 – Re: State of above Reserve.
5.6 Sharon & Bob Jack, 20/11/2019 – Re: Progress on above matter.
5.7 Sharon & Bob Jack, 21/11/2019 – Re: Donation for purchase of plants.

Received: John Weeden. Seconded: Terry Gleeson.

6. Business arising from Correspondence:

- ❖ **The Chairman, George West requested that the following comment by him be included in the Minutes -**

“I would like to remind Lot Owners that if they are writing to the Body Corporate Committee that I will not accept any correspondence with threatening or bullying comments in the letter.

In this case I will accept 5.1 (Inward Correspondence) but all residents should note that we have the right to send back a letter & to ask for it to be resubmitted without threatening comments.”

6.1 (re 5.1) Nole Beardwood is addressing this issue with Aveo & will report at next BCC Meeting.

6.2 (re 5.2) Unfortunately there is no provision for cleaning windows (in the Common Area) in the Sinking Fund. However, there is an allocation for cleaning windows of the Common Area in the GSF under Wages & Salaries. Nole Beardwood has undertaken to resolve this issue & costs will then be allocated to the applicable fund.

6.3 (re 5.3) There are many neat, tidy & flourishing gardens in this village because residents who are able & have an interest take the time & effort to improve & care for their gardens. In this instance, Management is asked to liaise with the gardeners to address resident’s concern.

6.4 (re 5.4) Information from Ben Marsden stating that “the area of concern to the western side of Yarran Road and Peregian Springs Drive corner is not triggered by State mapping for bushfire hazard. This is basically due to the small dimension of the area and isn’t associated with a bushfire risk.”

As stated in his letter, Ben “will forward the correspondence to Infrastructure Services to investigate the dumping of all forms of refuse.”

6.5 (re 5.5) Noted & filed.

6.6 (re 5.6) Further to our discussions, the committee decided to seek written confirmation as to who is responsible for this area from the council.

6.7 (re 5.7) Noted & filed.

7. Treasurer's Report : John Weeden.

This report is prepared for the December BCC meeting with the financial information available for October .

INCOME:

We still have not seen the Statement of Income & Expenditure for July and the descriptions on the August and September Statement are different to those used in the Budget document. This has been discussed with the Accountant who said she would make the adjustments – but this has not yet been done.

The total contributions from ILUs, SAs and Aveo Way units totals \$52,531 ytd but the ytd budget is \$56,668 or a shortfall of \$4,137. *Why? Last month it was \$3,474 short.*

There are two other items of income; interest on the working account of \$18.73 with a ytd total of \$83.15. In the Detail Trial Balance, there is no mention of the \$18.73 but the \$83.15 is shown in the column under Amount1 and the Balance is \$166.30 or *exactly twice the amount shown on the Statement of Income*. The figure for interest on the term deposit accounts bears no relationship to the figures on the Detail Trial Balance. *Why?*

EXPENSES:

There appear to be many discrepancies between the Statement of Expenditure and the Detail Trial Balance. Do we have the correct Trial Balance ???? For this report we will ignore this copy of the Trial Balance.

From the Statement of Expenditure there was expenditure in seven accounts:-

Quantity Surveyor Reports; \$131 This is an accrued amount.

Income Tax Expense: \$591

R&M Roof: \$14,704 For the installation of valley clips.

R&M Plant & Equipment; \$163 For "Repairs to entry" (No other info avail)

R&M Building: \$312: For "New Entrance Gate Eastern Plumbing" (No other info avail).

R&M Electrical: \$175. "Electrical Repairs".

R&M Garden & Grounds: \$186: Unable to identify.

Whilst the Total Expenditure for the month was \$447 over budget the Total Actual Expenditure ytd was \$35,846 under budget (but it is only early in the year)

BALANCE SHEET:

On the Balance Sheet are listed five Term Deposits totalling \$252,490 and a working account of \$36,812 (which agrees with the Bank Statement).

Total Accounts Receivable was \$17,258 and Total Liabilities was -\$4,407 giving Net Assets of \$302,153.

Moved: John Weeden.

Seconded: Cheryl Hodges.

8 Community Business Manager's Report : Nole Beardwood.

- **Removal of 2 Eumundi trees Villa 137 (3.1)**

- Completed – Viv has removed two Eumundi Trees and has replaced with propagated Lillie Pillies.

- **Bollard & Roadway Repairs commencement date (3.2)**

- VM requesting feedback from committee in regards to selected Bollard Lighting as proposed in last committee meeting

- VM has spoken with Steve from Nicklin electrical regarding providing information on in ground Bollard lighting – information below from Havit (lighting provider) regarding range available.
 - Steve has advised in his experience in ground lighting is expensive and does not throw of enough light to be used for our needs. VM raised concern with current bollard lighting providing too much light and shining through into resident windows etc and Steve advised new LED Solar Bollards could be arranged so lighting is directional and only illuminates areas required.
 - VM to request if committee wishes to progress with arranging quotes for in ground lighting?
 - VM can advise there is 64 Bollards requiring replacement within village / there are seven solar bollards and Lot 3 are not accounted for in count.
 - **Outcome:** The committee agreed that the VM should seek quotes for bollard lighting with the directional shade.
 - AVM to update committee on status of CRF funding for road repairs for FY 19 / 20 FY
- **Shade on lights at Manor & End of Links Cove (3.3)**
 - VM has spoken with Steve from Nicklin electrical who has advised due to model and type of current streets lights there are no shrouds available to fit and any shroud that is placed on lights would need to be custom made and will be expensive – alternate option is to replace units with new LED lights with inbuilt shroud which again will be costly. Steve has suggested that an option of removing plastic light cover and coating one side with black plastic paint is something he has completed successfully in the past.
 - VM will consult with Luke from Action Maintenance to complete this task as it will be more cost effective than arranging for electrician to complete
 - VM to update next committee meeting.
 - Outcome:** Currently no shrouds are available to place on this light fitting & any needed to be made would be very expensive. Suggestion by electrician is to remove plastic light cover & to coat one side with black plastic paint. Nole Beardwood was given approval to have this job completed by Luke from Action Maintenance.
- **State of Nature Reserve on Yarran Road (3.4)**
 - Email received from Ben Marsden (Landscape Officer – Engineering & Environment Assessment Sunshine Coast Council) advising that the area in question does not trigger any concern by state mapping for bushfire hazard, and advising he will pass on feedback in regards to waste dumping in the area onto the infrastructure services division.
 - Outcome:** Refer Business Arising, 6.4
- **Villa 78 / 79 rear fence replacement (3.5)**
 - VM can advise Fencescape has replaced fence and 50% invoice has been submitted to Mike (Facility Manager) from St Andrews for payment.
 - Outcome:** Silt still needs to be removed. Nole Beardwood to address.
- **Gracemere and Yarran road gate updates (3.6)**
 - Gracemere – Control Board failed causing internal side not to open as required, Noosa Garage Doors installed new Control Board @ \$590. Gate faulted (inward side failed to open) again on 2nd and 3rd December, however in consulting with Viv confident this was caused by water entering gate timer and causing it to fault. Viv is working on timer and on waterproofing timer box to prevent further faults.
 - Yarran Road – VM awaiting quote from Nicklin Electrical for timer for Yarran road gate (6am to 6pm). Steve from Nicklin electrical on site 5th Dec – awaiting quote arrival.
 - Outcome:** George West expressed concern that Nicklin Electrical has not been able to get a quote to Nole in 2-3 months!! The Body Corporate Committee endorses our original decision that the Yarran Road gate remains open between the hours of 6.00am – 6.00pm.

- **Pavers in Sea Oak Drive (3.7)**

- VM has received the below quote from Metalla Construction:
- Cost = \$6,127 to replace sections x 6 (entire road)
- VM to discuss with Mark Eagleston (North Qld GCM) as seek for approval of replacement under CRF.
- VM to update committee at next meeting.

- **Roof Gutter Cleaning (3.8)**

- VM has spoken with Miles from Programmed Property Services and confirmed that due to increased OHS compliance and revised contractual arrangements PPS staff are not permitted to clean gutters via ladders. VM has liaised with current residents and arranged for alternate providers to resolve current cleaning requirements.

Outcome: George West requested more detail information at our next meeting so that we can circulate the information to residents.

Pending / New action items:

- **Villa 111 – Update**

- VM will consult with resident (return planned for early December) and plan for tile replacement choice to progress and arrange for works to be undertaken.
- VM will advise committee on progress of works next committee meeting.

- **Trip Hazard Identification report (3.3)**

- VM can advise works have been completed on option 3 (High Risk) of Slip safe quote. 17 hazards have been removed.

- **Back Flow Test – Quote from replacement Back Flow devices**

- Annual back Flow test conducted within last month by Eastern Plumbing Group. Four x Backflow devices failed and require replacement at a total cost of \$2,449.90
- VM to request approval to proceed to ensure village remains compliant with council Back Flow requirements.

Outcome: Moved: Arnold Vandenhurk, Seconded: Terry Gleeson “that the Village Manager is given approval to proceed with the replacement of back flow devices at a total cost of \$2,449.90.” All in favour. Carried.

Resident Concerns – feedback for discussion

- VM has received several letters of complaint from Lot 3 residents regarding the planned installation of a timer on the Yarran Road gate (gate open 6am to 6pm)
- VM to discuss with Chair and BC committee.
- ❖ See **Outcome:** under 3.6 on previous page.

9. General Business :

Nil.

Date of next meeting: **Friday, 7th February, 2020** at 9.00am in Gracemere Manor.

Close of Meeting: 10.35 a.m.