

**BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB**

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
7<sup>th</sup> February, 2020.  
Gracemere Manor,  
21 Gracemere Boulevard,  
Peregian Springs, QLD 4573**

Meeting commenced: 1.00pm

BCC meeting was changed to 1.00pm to enable Village Manager to attend.

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

Apologies: John Weeden (Treasurer), Arnold Vandenhurk.

2. Confirmation of Minutes of BCC meeting held on 6<sup>th</sup> December, 2019.  
Minutes accepted as a true & correct record.

Moved: Terry Gleeson.     Seconded: Cheryl Hodges.

3. Business arising from Minutes :

- 3.1 Bollard & Roadway repairs – Nole Beardwood.  
3.2 Silt removal from rear of Villa 78/79 – Nole Beardwood.  
3.3 Yarran Road gate up-date – Nole Beardwood.  
3.4 Pavers in Sea Oak Drive – Nole Beardwood.  
3.5 Roof gutter cleaning – Nole Beardwood.  
3.6 Leaking Manor Atrium – Nole Beardwood.  
3.7 State of gardens at Villa 100 – Nole Beardwood.  
3.8 Replacement of verandah tiles, Villa 111 – Nole Beardwood.

**All items, 3.1 – 3.8 are addressed in Manager’s Report, Item 8.**

4. Outward Correspondence:

- 4.1 Ben Marsden, Sunshine Coast Council, 15/12/2019 – Re: Clarification of responsibility for garden, Yarran Road.  
4.2 Brenda Langmaid, 15/12/2019 – Re: Leaking Manor Atrium.  
4.3 Anne Millier, 15/12/2019 – Re: Garden surrounding villa.  
4.4 Karen Wright, Secretary, RAC, 15/12/2019 – Re: Manor Window Cleaning.  
4.5 Alan & Prue Curtis, 15/12/2019 – Copy of correspondence to Ben Marsden, SCC.  
4.6 Sharon & Bob Jack, 16/12/2019 – Re: Up-date on garden issue, Yarran Road.  
4.7 Carol Rooke, 17/1/2020 – Correspondence from Nole Beardwood re Front Gate & Pool Cover.  
4.8 Mike Jordan, 23/1/2020 – Correspondence from Nole Beardwood re “noisy” grates in front of villa.

Endorsed: Terry Gleeson.     Seconded: Pat Bowen.

5. Inward Correspondence:

- 5.1 Ben Marsden, SCC, Correspondence 16/12/2019 to 28/1/2020 – Re: End of Yarran Road garden responsibility.
- 5.2 Sharon Jack, 17/12/2019 – Re: Above issue.
- 5.3 Sharon Jack, 17/12/2019 – Re: Above issue.
- 5.4 Sharon Jack, 19/12/2019 – Re: Above issue.
- 5.5 Justin Lorenz, 27/12/2019 – Re: Mark Eagleston.
- 5.6 Carol Rooke, 1/1/2020 – Re: Front gate issues, Gracemere Blvd., & Pool Cover's non-use.
- 5.7 Pat Charlwood, 29/1/2020 – Re: Water marks on patio ceiling.
- 5.8 Terry Hatchman, Territory Sales Manager QLD North, 31/1/2020 – Re: Karol Kljajcin Resignation.
- 5.9 Gloria Bisset, 28/1/2020 – Re: Clothes – line wall.

Received: Terry Gleeson.

Seconded: Tom Shaw.

6. Business arising from Correspondence:

6.1 (re 5.1), 6.2 (re 5.2), 6.3 (re 5.3), 6.4 (re 5.4). Subsequent to correspondence with Ben Marsden from Sunshine Coast Council, the Body Corporate Committee accepts responsibility for this area. Decision for what plants go in is made by the Body Corporate in consultation with the gardeners. Following inspection by Body Corporate Committee members, we note that the area has been improved, looks better, plants are growing & the area now looks better than what it was before.

We now declare that after many months of discussion, we consider the matter closed & we will not enter into any further communication regarding this matter.

The resident whose action of planting in this area started the whole issue will be reminded in writing that as the area is common property & therefore the responsibility of the Body Corporate any changes to the area must be addressed to the Body Corporate Committee before proceeding.

6.5 (re 5.5) Noted & filed.

6.6 (re 5.6) Nole Beardwood responded to Carol Rooke that the Body Corporate has spent a considerable amount of money on the front gate (Gracemere Blvd. entrance) and will continue to do so as matters arise. As the gate requires specialist contractors to carry out repairs, this can also cause delays in acquiring parts.

6.7 (re 5.7) DS Roofing attended last week & made repairs to tiles which have basically stopped the leaking. Issue regarding cracked tile/s will be addressed by Nole Beardwood with Pat Charlwood.

7. Treasurer's Report : John Weeden.

This report is prepared for the February 2020 BCC meeting with the financial information available for November and December 2019.

INCOME:

The income from ILUs and SAs for November matched the budget for the first time ever; however the ytd actual was \$4,139 below the ytd budget. For December these figures were \$775 below budget for the month and \$4,911 below budget ytd. This shortfall was \$3,474 below budget for October. *Why is there a shortfall and why is it increasing every month?*

## EXPENSES:

Across the two months there was expenditure in many Accounts.

Pest control cost \$1,194 in November and \$2,422 in December for the termite management system but Dec ytd actual was still below budget.

No expenditure in R&M Roofs in these months but Dec ytd actual was \$5,171 over budget from work in Oct.

R&M Building had an expense of \$2,768 in Nov for cracked tiles at V10, installation of retaining wall and replacement of pane on pedestrian gate. A further expense of \$707 was listed in Dec for tiles at V10. *This should be checked to ensure there is no duplication.* The Dec ytd actual of \$6,775 is well over the total year budget of \$2,000, mainly due to purchase of street signs in Sep 2019.

R&M Electrical recorded \$544 in Nov for repairs to the exit gate and another \$307 in Dec, mainly for the gate.

R&M Plumbing had \$645 in Nov for a blocked drain at V75 and a further \$6,310 in Dec for blocked drain at V75 (*hopefully no duplication there*), the annual backflow test and work at V163 and V58 (*is V58 still vacant?*). The Dec ytd actual is \$9,004 on the Statement of Expenditure but is only \$7,804 on the Dec Trial Balance. *Which is correct?* Either way it is well over the Dec ytd budget of \$5,149.

R&M Garden and Grounds in Nov has \$415 for "Cmnty C Bins to be taken out and returned".

*Why is that not a GSF charge?* There is also a reversal of \$915 for Cypress Mulch.

R&M General in Nov has \$1,936 for roller door maintenance (*which door*) and half the cost of fencing near V78/79. In Dec the cost of grinding trip hazards was \$2,408. The Dec ytd actual was \$4,344 which is greater than the total budget for the year. R&M TV Antennae had an expense of \$372 for antenna replacement at V108/109. The actual ytd total of \$1,644 is almost equal to the total budget for the year.

Whilst some items discussed above are over budget the Total Actual Expenditure ytd was \$48,439 under budget (but this is only half way through the year).

## BALANCE SHEET:

On the Balance Sheet are listed five Term Deposits totalling \$252,490 and a working account of \$53,187 (which agrees with the Bank Statement).

Total Accounts Receivable was \$11,791 and Total Liabilities was \$5,580 giving Net Assets of \$311,888.

Moved: Cheryl Hodges.

Seconded: Pat Bowen.

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

### • **Bollard & Roadway Repairs commencement date (3.1)**

- Due to the continuation of faults within the bollards VM has authorised Steve from Nicklin Electrical to replace two existing faulty Bollards with the new SBL2 S Model solar bollards (@ \$1,190 + GST each) as a trial to determine if these items are ideal purpose for Village moving forward. VM to provide update to committee on location etc. once installed.
- No further update on status of CRF funding for road repairs for FY 19 / 20 FY due to departure of GCM - Mark Eagleston. VM has quarterly financial meeting with Acting GCM (Julie Andrews) on 13<sup>th</sup> February where item has been flagged for discussion.

### • **Villa 78 / 79 Silt removal from rear of Villa (3.2)**

- VM has spoken with Mike Keily (Facilities Manager at St Andrews) who has confirmed all works have been completed including pruning of high tree foliage behind Villas 78 & 79.

**Outcome:** Committee member, Terry Gleeson, confirmed that the fence has been replaced BUT that nothing has been done to alleviate the problem of silt build-up.

Nole Beardwood will address this issue with Mike Keily, Facilities Manager, St Andrews.

- **Gracemere and Yarran road gate updates (3.3)**

- Gracemere – Gate continues to be affected by water ingress causing timer to fault each time it rains. VM to work towards resolve but will require a large expense to rectify issue. Issue is caused by water ingress entering the 240-volt underground cabling powering the entrance gate and the keypad. Steve from Nicklin Electrical has advised this is not an easy issue to fix due to age and length of power cable.
- Yarran Road – Faults continue with gate, keypad relay contacts had shorted during recent storm resulting in required replacement of keypad. In an effort to reduce, constant expenditure being spent on gates, approval was granted to replace keypad with lesser model (same as Gracemere Keypad) @ \$390.49. Gate is now operational again.
- VM has received quote from Nicklin Electrical for installation of a timer on Yarran Road Gate @ \$220 – VM will proceed with installation as per request from Committee.

**Outcome:** Nole Beardwood will ask the electrician if power for the gate could be connected to adjacent villa with a separate meter registering Body Corporate use of power (for gate) and paid for by the Body Corporate.

- **Pavers in Sea Oak Drive (3.4)**

- Quote received from Metalla Construction @ \$6,127 to replace the 6-paver cross sections within Sea Oak Drive.
- Due to departure of Mark Eagleston VM has no further update. Will be discussed with Julie Andrews (Acting GCM) on 13<sup>th</sup> Feb.

- **Roof Gutter Cleaning (3.5)**

- Please see insert from current Programmed Maintenance Contract. VM has confirmed with Miles (Programmed Operations Manager) that due to OHS and liability issues roof and gutter cleaning isn't included as part of contract and unable to be completed by Programmed staff.

## Handyman Maintenance

- Programmed will supply to Aveo Peregian Springs Retirement Village 1 full time Handyman to site for 38 Hours per week 52 weeks of the year.
  - Whilst the handyman is on Annual Leave they will be replaced onsite (4 weeks per Year) with existing staff that will complete the handyman duties and an additional staff member will be placed on site to cover the annual leave taken.
  - Pressure Washing – as requested by the village Manager
  - General Handyman Maintenance as directed by Village Management
  - General Handyman works that management may request that are not deemed hazardous or not of the employee's scope.
  - Set up for chairs and tables for Functions and activities
  - General Maintenance of Village as required.
  - Bus Driving on Tuesday and Thursday's and/or as requested by Village Management
  - Resident Waste Bin Management
  - Handyman services does not include consumables/parts/materials required to complete the works.
  - **Roof and Gutter Cleaning – Not included**
- **Leaking Manor Atrium (3.6)** VM has consulted with Matt from Metalla Construction in regards to possibility of removing the glass louvre panelling within the atrium and installing a fixed colour

bond option to prevent rain from penetrating. Matt is reviewing the requirements and the proposed process moving forward and will provide a costing for VM to budget for in upcoming financial years. Cost will be CRF not Body Corporate costing.

- VM to update committee next meeting
- **State of Gardens Villa 100 (3.8)**
  - Work has commenced on improvements for Sea Oak Drive – re planting & mulching poor conditioned areas (Villa 72 + mulching adjacent alternate Villas within Sea Oak). Focus will continue to mulch and improve the remainder of Sea Oak as budget conditions allow.
  - Work has also been undertaken or is being planned for Sea Breeze Drive (Mulching & planting Callistemon – Great Balls of Fire) as well as replanting of a 45L Lilly Pilly, which perished on main drive outside Villa 5. Image of works under taken to Villa 72 below.
- **Replacement of veranda tiles Villa 111 (3.8)**
  - VM can confirm works for replacement of patio tiles for Villa 111 continues. Work on replacing the one tile was undertaken by Luke from Action Maintenance, however during works it was noted that there had been two more tiles found requiring replacement.
  - VM to speak with resident in regards to replacement on tiles and tile choice at residents direction.

#### **Pending / New action items:**

- **Back Flow Test / replacement of Back Flow devices**
    - VM can confirm annual back flow compliance has been completed in December and submitted to council for 2020.
    - Five devices required replacement at a cost of \$2,449.90 in total.
  - **Main Water Line Flush – half yearly**
    - VM can confirm six monthly flush of mains water lines has been completed @ \$1,320 by Eastern Plumbing, next flush scheduled for May 2020.
  - **Irrigation issues / repairs – Sprinkler Use**
    - Work continues on faulty irrigation issues within village that have arisen since sprinklers have been switched back on. Frequent and complicated issues to the controller unit outside Villa 13 resulting in flooding of area when sprinklers were in use - \$1,479 expenditure required for Pump House to attend site replace controller and fix associated issues.
  - **V169 Rear ground subsidence issue – Landscaping rectification quote**
    - VM has been contacted by residents of Villa 169 in regards to the cracking of the garden edging at the rear of their villa. VM has found that due to location of rear garden being adjacent to large storm water drain there has been quite a large subsidence in the garden to the point that angle of rear garden (sloping down towards St Andrews) is unsafe for residents and is causing issues for mowing of area for Programmed Gardening Team.
    - VM has met with Miles from Programmed and arranged for a quote to raise level of turf at rear of Villa 69 and install an Adbri Stone (200mm by 103mm by 100mm) block / three high retaining wall. Works to include installation of 2m soil and 16m couch turf and supply of native advance trees to return area to existing condition.
    - Quote @ \$1,766 + GST. VM to seek approval to proceed from Committee.
- Outcome: Motion:** “Village Manager to proceed with Landscaping rectification quote of \$1,766 + GST to rectify rear ground subsidence issue.”

**Moved:** Pat Bowen. Seconded: Terry Gleeson. Unanimously agreed.

- **155 Gutter / down pipe issues – Eastern Plumbing**
- Resident from Villa 155 reported issue with roof gutter drainage and water pooling within roof gutter and spilling over the top when raining. Due to water, pooling gutter was also breaking away and falling from roof. Eastern Plumbing engaged to investigate and found that gutter had inadequate down pipes installed for drainage. Additional down pipe installed which required removal of entrance tiles and cutting concrete to install down pipe into existing drainage system @ \$2,234. Resident has contacted VM and advised issue has been resolved and heavy rain of late did not cause any issues.
- **Roof Leak Villa 111** VM has engaged DS Roofing to attend and investigate roof leak (as advised by resident) in Villa 111. Daniel from DS roofing attended site and has found and resolved issue. Awaiting invoice to be submitted for works.
- **Clothes Line Walls – Villa 10 / Villa 9 / Villa 104**
- VM to discuss with committee the issue of ground movement causing the laundry privacy block walls to move and “ crack “ away from the main exterior walls of the villas. This issue has affected Villa 10 / Villa 9 / Villa 104 (and other villas in the past). Movement in these villas is causing concern to residents that due to the wall having no major fixing points to the main slab or exterior building walls that if there is further movement the walls in question may actually collapse causing potential injury to any party that maybe in contact with them.
- VM to discuss builder’s investigation report (completed by Metalla Construction) and potential replacement option for the future.  
**Outcome:** Nole Beardwood to obtain quote on suggestions given by Committee members. Matter to be treated with some urgency.
- **Road Drain Grate noise issue – Beach grass Crescent Adjacent to Villa 163**
- VM received complaint from resident in V163 in regards to noisy storm water drain grates (in road) and the effect of noise occurring as vehicles drive over these grates. Resident advised that this has been an issue previously as was addressed by the Body Corporate prior but has now returned.
- VM engaged Luke from Action Maintenance to install a rubber strip to each edge of the affected drains resolving the issue. Luke advised that the projected life span of this rubber is 4 to 5 years and will need to be reapplied in the future. Cost for completion of works @ \$280.

### **Resident Concerns – feedback for discussion**

- VM to table letter of concern received from Villa 35 & 36 (Lot 3) in regards to security risk for all Lot 3 residents due to planned installation of a Timer on Yarran Road Gate.  
**Outcome:** This issue has previously been discussed - BCC Minutes, 4<sup>th</sup> October, 2019. I quote from those Minutes - Motion: “That the two entrance gates – i.e. Yarran Road & Gracemere Blvd., will close at 6.00pm each evening & open at 6.00am each morning. Both gates to remain open during the day.”  
Moved: Pat Bowen. Seconded: Terry Gleeson. Unanimously agreed.

### **9. General Business :**

#### **9.1 Garden Mulching programme – Cheryl Hodges.**

This will be a consideration for 2020/2021 Budget discussions.

#### **9.2 Overall review of Programme Property Services’ performance – George West.**

BCC members discussed PPS performance & agreed, with Management, that we should meet with PPS Supervisor every two months to discuss general garden issues.

9.3 Reaction to RAC's comments in their Minutes 10<sup>th</sup> January, 2020 regarding cleaning of Manor windows – George West.

Chairman, George West, was not happy with the statement in the RAC's Minutes, 10<sup>th</sup> January, 2020 that "The cost will have to be a Body Corporate responsibility eventually."

There has never been an allocation for cleaning windows in the Community Centre in the Sinking Fund. There is an allocation for "our cleaners" to clean the windows in the Community Centre - in the past their hours were extended to enable this to be done.

This cost, of course, comes under Salaries & Wages in the GSF's 50 & 30.

There is no line item in the Sinking Fund budget for this expense, but if residents would like to see this included in the Sinking Fund, with a corresponding decrease in Salaries & Wages, then this could be discussed at the 2020/2021 Budget meetings.

However, please be aware that this still means a cost to all residents and just moves it from one fund to another fund.

Date of next meeting: **Friday**, 6<sup>th</sup> March at **9.00am** in Gracemere Manor.

Close of Meeting:

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Chairman

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Date