

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

Minutes of Committee Meeting held on

6th March, 2020

Gracemere Manor,

21 Gracemere Boulevard,

Peregian Springs, QLD 4573

Meeting commenced: 9.02am.

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

Apologies, Observers, Visitors: None.

2. Confirmation of Minutes of BCC meeting held on 7th February, 2020.

Correction in Manager's Report – see Manager's Report, Resident Concerns.
Minutes then accepted as a true & correct record.

Moved: Tom Shaw. Seconded: Pat Bowen.

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 re separate meter – Nole Beardwood.

3.4 Pavers in Sea Oak Drive – Nole Beardwood.

3.5 Replacement of verandah tiles, Villa 111 – Nole Beardwood.

3.6 Clothes Line Walls villas 9, 10, 104 – Nole Beardwood.

All items, 3.1 – 3.6 are addressed in Manager's Report, Item 8.

4. Outward Correspondence:

4.1 Bob & Sharon Jack, 17/2/2020 – Re: Responsibility for end of Yarran Road garden.

4.2 Karen Wright, 17/2/2020 – Re: Manor Window Cleaning.

4.3 Pat Charlwood, 17/2/2020 – Re: Ceiling leak on rear patio.

4.4 Joan Geisler, 17/2/2020 – Re: Responsibility for end garden, Yarran Road.

4.5 Gloria Bisset, 17/2/2020 – Re: Clothes Line Wall.

4.6 Pat Charlwood, 22/2/2020 – Re: Inward Correspondence dated 19/2/2020.

4.7 Richard Fahy, Aveo, 2/3/2020 – Invitation to attend BCC meeting, 6/3/2020.

Endorsed: Arnold Vandenhurk. Seconded: Terry Gleeson.

5. Inward Correspondence:

5.1 Mick & Nellie Wallace, 7/2/2020 – Re: Leak in Terrace Roof.

5.2 Terry Hatchman, Aveo, 11/2/2020 – Re: Changes to Sales Personnel.

5.3 Justin Lorenz, Aveo, 13/2/2020 - Re: Change within Aveo's management structure.

5.4 Jan & Derek Corlett, 24/2/2020 – Re: Blocked down pipe on back patio.

5.5 Bev Baker, 26/2/2020 – Re: Installation of seat, inside Yarran Road gate.

5.6 Pat Charlwood, 3/3/2020 – Re: Peeling plaster tape.

Received: John Weeden. Seconded: Terry Gleeson.

6. Business arising from Correspondence:

6.1 (re 5.1) Leak in terrace roof has been fixed & residents report no further issue.

6.2 (re 5.2) Noted & filed.

6.3 (re 5.3) Noted & filed.

6.4 (re 5.4) John (maintenance) repaired & immediate risk has been taken away. If further leakage occurs, Nole Beardwood will engage plumber to rectify.

6.5 (re 5.5) Issue addressed in Manager's Report, Item 8.

6.6 (re 5.6) Peeling of internal plasterboard sheeting is resident's responsibility as specified in Part 6, 170 (4) of the Body Corporate & Community Management (Standard Module) Regulation 2008.

7. Treasurer's Report : John Weeden.

This report is prepared for the March 2020 BCC meeting with the financial information available for January 2020.

- ❖ **Motion:** "That Richard Fahy be asked to look into the reason why month after month we are not getting the correct figures to enable the Treasurer to compile his monthly report for our Body Corporate Meeting."

Moved: Pat Bowen.

Seconded: John Weeden. Unanimously agreed.

INCOME:

The income from ILUs and SAs for January was \$826 below budget for the month and \$5,738 below budget ytd. This shortfall was \$4911 below budget for December. *Why is there a shortfall and why is it increasing every month?*

EXPENSES:

During January there was expenditure in many Accounts.

Quantity Surveyor costs of \$131 is an accrued amount to cover the annual account

Pest control cost of \$1,194 is for the termite management system.

A new item for Insurance Maintenance Expense has appeared for \$11,182 for damage to bathroom at V105 but I expect there will be a contra item in the future when the Insurance Coy pays up.

Scheduled Maintenance - Lifts is listed as \$3,271 although the Detail Trial Balance only lists half that amount. *It is understood that a new staff member in Brisbane is now attending to our accounts so this will have to be explained to them that this item belongs in the GSF account.*

There is a refund of \$163 in Plant & Equipment but a corresponding charge of the same amount in R&M Building. *Neither of these amounts appear in the Detail Trial Balance and both ytd amounts do not agree with the totals shown on the Detail Trial Balance. CHECKING NEEDED HERE.*

R&M Electrical recorded \$1,080 for replacement of a street light bolard.

R&M Plumbing had \$4,204 for a flush of AC in the Manor ((\$454), blocked drain (\$587),

replacement of back flow devices (\$2,227) and repairs to the irrigation system at Stations 13 and 15 (\$935).R&M Garden & Grounds \$496 for Irrigation System (\$408) and miscellaneous hardware items (\$88).

R&M General \$260 to install rubber seals under road grates.

Total Actual Expenditure ytd was \$68,288 and the ytd budget was \$110,724 (but this is only just over half way through the year and we have painting to start soon).

BALANCE SHEET:

On the Balance Sheet are listed five Term Deposits totalling \$252,490 and a working account of \$57,281 (which agrees with the Reconciliation Report but we do not have a bank statement for 31st January 2020).

Total Accounts Receivable was -\$606 and Total Liabilities was -\$5,041 giving Net Assets of \$304,123.

Moved: Arnold Vandenhurk.

Seconded: Cheryl Hodges.

8 Community Business Manager's Report : Nole Beardwood.

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

- VM has spoken with Steve from Nicklin who has advised that the rep for lights has been on site and in conjunction with Nicklin has ordered the bollards and they have arrived, Steve has advised due to having several staff on A/L he has been delayed in installing these. Installation will occur next week VM will update to committee on location etc. once installed. VM to discuss shading issue with committee re bollard heights.
- VM has forwarded quotations for replacement pavers in Sea Oak drive to Group Community Manager and is awaiting approval. Once approval will arrange for work to be undertaken. VM to update next committee meeting.

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

- VM has met with the new facilities manager for St Andrews – Tania Lee (Mike Keily has retired) and reviewed the St Andrews side of the drainage. Tania has agreed to arrange her team to remove a visible build-up of silt / sludge in attempt to allow water to drain more freely and VM will arrange for Viv and Programmed team to attend to same on village side. VM to liaise with residents and monitor progress.

• **Gracemere gate update – separate meter (3.3)**

- VM has spoken with Steve from Nicklin electrical and awaiting quote to look at changing the location of the current power source / meter. VM to update committee on findings.
- Gracemere Gate continues to cause issues, in last two weeks timer has been replaced (awaiting cost from Nicklin Electrical) and due to continued issues with gate not opening in morning VM has contacted contractor and advised that motor is faulty and requires replacement – quote and cost TBA.
- Yarran Road Gate Timer has been installed and nil issues to date.

• **Pavers in Sea Oak Drive (3.4)**

- Two x Quotes have been forwarded (Metalla Construction @ \$6,127 & Concrete Foreshore @\$2,400 – less thickness) to replace the 6-paver cross sections within Sea Oak Drive.
- VM awaiting approval from GCM and will move forward with works once approved.
- VM to update committee next meeting

Outcome: Once H.O. approval is given work will proceed – this cost comes under Capital Replacement Fund – therefore, not a Body Corporate cost!

• **Replacement of veranda tiles Villa 111 (3.5)**

- VM can confirm works for replacement of patio tiles for Villa 111 has been completed.

- **Clothes Line Walls – Villa 10 / Villa 9 / Villa 104 (3.6)**

- VM to has spoken Matt from Metalla Construction and is awaiting report / quote for repair work to be submitted.
- VM to update committee at next meeting.

- **Pending / New action items:**

- Drainage Issues Lot 3**

- Due to recent heavy down pour, Lot 3 is currently experiencing a major issue with lack of drainage and stagnant water remain for up to days after rain events. VM has consulted with Aveo Development who in turn has arrange for a drainage expert to review areas and advise on a plan to resolve.
- VM to update committee at next meeting on works required, including advice at this stage that landscaping works maybe required.
- ❖ **George West commented** that this should not incur any cost to the residents through the Sinking Fund as drainage for lot 3 should have been done correctly during construction.

- **Villa 20 Tile / entry repair quote**

- VM to seek approval from committee for rectification to tiled front porch area for Villa 20. Due to age, tiles have moved and causing friction between screen and front door and tiled surface preventing the door to be closed.
- Quote received from Action Maintenance @ \$909 + GST to remove affected tiles, repair area and replace tiles with “as close “as possible match.
- VM to seek approval from BC to proceed.

Outcome: Unanimous approval given for Action Maintenance “to remove affected tiles, repair area and replace tiles with “as close” as possible match” at a cost of \$909 + GST.

Moved: Tom Shaw. Seconded: Terry Gleeson.

- **Roof Leak Villa 111**

- VM can advise as raised in previous committee meeting, Luke (Action Maintenance Service) has completed work to external patio roof of V111.

- **Programmed Meeting Request / Discussion**

- VM has met with Miles (Programmed Operations Manager) for village and advised of planned bi monthly meetings.
- VM to discuss with committee proposed dates and items for first meeting

Outcome: Nole Beardwood to invite Miles to attend the April BCC meeting for an initial discussion regarding issues of concern. Meetings with Miles then to occur bi-monthly.

Resident Concerns – feedback for discussion

- Resident has requested installation of pedestrian bench seat (similar to image below at Gracemere entrance) to be installed at Yarran Road entrance.
- VM to discuss with and seek approval from committee
- Outcome:** BCC gives approval for the installation of a pedestrian bench seat to be installed at the Yarran Road entrance – on Body Corporate property. Nole Beardwood to approach the Residents’ Association Committee to purchase a bench seat similar/same as that outside Gracemere Blvd. entrance.
- Villa 163 / retraction from last committee meeting.
- VM to advise committee that an error was made in last committee managers’ report advising committee that resident of 163 had raised issue of noisy grates within roadways, VM advises that resident was actually from Villa 164 not 163 as indicated in report.
- VM to request a retraction and correction to be placed in current meeting minutes.

9. General Business :

9.1 Up-date on water meters.

Nole Beardwood still waiting for more information – defer to April meeting.

9.2 Offensive Inward Correspondence.

The Chairman, George West is very conscious of the fact that at the December BCC meeting he made a statement that we would not accept any Inward Correspondence that has offensive comments in it.

A **Motion has been placed on record:** “Any letter that is written to the Body Corporate Committee and is considered by the Executive of the Body Corporate Committee to contain offensive language, will be returned to the resident with their letter, saying that if the letter is rewritten in the correct way without the offensive language, then the issue will be addressed.”

Moved: Pat Bowen.

Seconded: John Weeden.

9.3 Correction, Manager’s Report February, Road Drain Grate noise issue – complaint was from Villa 164, not 163.

Refer to Manager’s Report, (Item 8) “Resident Concerns – feedback for discussion.”

Date of next meeting: **Friday, 3rd April, 2020 at 9.00am** in Gracemere Manor.

Close of Meeting: 10.50am.

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Chairman

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Date