

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

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
7<sup>th</sup> August, 2020  
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, Tom Shaw, Pat Bowen. Richard O'Connell – Retirement Living Community Manager.  
Apologies: Nil.

2. Confirmation of Minutes of BCC meeting held on 3<sup>rd</sup> July, 2020.  
Minutes accepted as a true & correct record.

Moved: Arnold Vandenhurk.      Seconded: Terry Gleeson.

3. Business arising from Minutes :

- 3.1 Bollard & Roadway repairs – Richard O'Connell.
- 3.2 Clothes Line Walls villas 9,10,104 – Richard O'Connell.
- 3.3 Up-date on water meters – Richard O'Connell.
- 3.4 A/C leak & damage, villa 115 – Richard O'Connell.
- 3.5 Flick spraying inside garage ceiling? –Richard O'Connell.

**All items, 3.1 – 3.5 are addressed in Manager's Report, Item 8.**

4. Outward Correspondence:

- 4.1 Margaret & Elton Ord, 5/7/2020 – Re: Crack outside rear bedroom window.
- 4.2 George West, Cheryl Hodges, John Weeden, Arnold Vandenhurk, Pat Bowen, Tom Shaw, Patricia Gale, 18/7/2020 – Acceptance of Nomination for BCC positions for 2020/2021.

Endorsed: Pat Bowen.      Seconded: Tom Shaw.

5. Inward Correspondence:

- 5.1 Patricia Gale, 13/7/2020 – Withdrawal of Nomination for Committee member, BCC.
- 5.2 Mary Wearing Smith, 19/7/2020 – Re: Back verandah.
- 5.3 Barbara Tuckfield, R'vd 20/7/2020 – Re: State of windows & wooden shade outside bedroom.
- 5.4 Sophie Fallman, Aveo Chair 28/7/2020 – Appointment of Aveo's new Chief Executive Officer.
- 5.5 Margaret Armstrong, 4/8/2020 – Re: Swale area between villas 71 & 14.

Received: John Weeden.

Seconded: Terry Gleeson.

6. Business arising from Correspondence:

6.1 (re 5.1) Noted & filed.

6.2 (re5.2) Richard O'Connell will address issue of moulding at top of post on rear verandah.

6.3 (re 5.3) Refer to Manager's Report - Higgins Painting Schedule.

6.4 (re 5.4) Noted & filed.

6.5 (re 5.5) Richard O'Connell will address this issue of water pooling in swale after heavy rain.

7. Treasurer's Report : John Weeden.

This report is prepared for the August 2020 BCC meeting with the financial information available for June 2020.

INCOME

The income from ILUs and SAs for June was \$678 below budget for the month and \$1,531 below the full years budget. Each month this item has brought a question as to why we are always below budget but in April extra money was added to bring the total \$968 **above** budget. At the end of May we had slipped back to \$677 **below** budget and at the end of the financial year we are \$1,531 **below** budget.

*Will there be some adjusting figure now the financial year has finished?*

EXPENSES

During June there was expenditure in eight Accounts.

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

*Apparently there was no Quantity Surveyor's Report for the Body Corporate Sinking Fund for 2019/20 so why are we being charged?*

Income Tax Expense:- \$1,480.

Contractor - Pest Control:- \$1,195 for management of Termite Bait Stations. The actual expenditure of \$13,451 for the year is well below the budget of \$24,513.

R&M Roof:- \$200 for work on the roof of V112.

R&M Catering Equipment:- a reversal of \$200 to remove a cost incorrectly previously listed.

R&M Electrical:- \$151 for replacement of a junction box.

R&M Plumbing:- \$1,065 for 6 monthly check by The Pump House.

R&M Garden & Grounds:- \$2,952 for 19 miscellaneous items under \$100 and \$1,766 for turf and blocks at V169.

Total Actual Expenditure ytd was \$87,737 which was \$102,076 below budget due to the painting being slipped into the 2020/21 financial year because of Covid-19.

BALANCE SHEET

On the Balance Sheet are listed five Term Deposits totalling \$252,490 and a working account of \$81,373 (which agrees with the Reconciliation Report for 30th June 2020).

Total Accounts Receivable was \$36,037 and Total Liabilities was -\$6,010 giving Net Assets of \$360,980.

Moved: John Weeden.

Seconded: Arnold Vandenhurk.

8. Community Business Manager's Report: Richard O'Connell.

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

- **Road Repairs** - Update on Crestbrook Place and full section of paver replacement due to OHS risk mitigation and recent incident. Also, damage to concrete around storm water drain at Manor entrance. AVEO property staff inspected both areas and further quotes to be received.
- VM has received one quote from Metalla Construction @ \$12,212 + GST
- VM awaiting second quote from Concrete Foreshore @ \$7,590 + GST
- VM awaiting 3<sup>rd</sup> Quote as Concrete Foreshore is not Sodexo Approved
- Note as per FY20 CRF Budget cost will be Aveo Capital Replacement not sinking fund  
**Outcome:** Metalla Construction will be given the job as Concrete Foreshore, although cheaper, is not Sodexo approved.

• **Bollards**

- Further to our meeting with electrical contractor and solar lighting representative we have received a further quote option on solar street lighting to be reviewed.  
**Outcome:** A meeting was held with John Warren from Orca Solar Lighting who will now be asked to measure & quote on all streets (excluding Lot 3) as to how many lights we need throughout the village.  
Once received, we could then put a program together regarding over how many years we need to budget to replace all current bollards.  
John Warren will also be asked if we could see the lights in action somewhere close by?

• **Clothes Line Walls - Villa 10/ Villa 9/ Villa 104 (3.2)**

- VM has received quote to repair villa 104 for minor repair ( as per previous work villa 10) at \$1,078 of full structural repair/replace for \$8,624.
- Villa 9 have had Touch up and paint as per recent Higgins painting works, and residents indicated it looks good, but have concerns for the future. We have assured them that this does not fall under their responsibility on exit.  
**Outcome:** Approval given for repair work at villa 104 at cost of \$1,078 to proceed.

• **Water Meter Update (3.3)**

- No further updates from unity water. Carry over to next meeting or await communications from unity water.
  - **Now off the Agenda.**

• **A/C Leak and Damage - Villa 115 (3.4)**

- Quote provided from Metella construction. (attached ) for repair/replacement of ceiling damage area. \$7,370. Possible insurance claim option to be confirmed.

- **Pending/ New action items:**

- **Drainage/ Landscaping Issues Lot 3** Further update on current work.  
All plumbing works have been completed. Programed have commenced the river rock placement, re-turf and top dressing. Anticipate work to be completed 15<sup>th</sup> August.

- **Leaking Gutter V126** - VM has received alternate quote from Skipper Plumbing at \$649 comparison to original received from Eastern Plumbing at \$1,980, work order issued to Skipper plumbing as approved in June meeting.
- **Higgins Paintings Schedule** -Repainting + maintenance painting has commenced 13<sup>th</sup> July. VM will monitor progress and provide update on completion next meeting
- VM has requested Higgins to provide quote for Manor building wash and window cleaning. VM to table quote for discussions.  
**Outcome:** Approval given for Higgins to clean gables on Manor. Cleaning of apartment windows is deemed to be the responsibility of the resident, or the lot owner (AVEO), refer to the specific PID. This is not a BC responsibility.
- **Flick - spaying inside ceiling.** Confirmed with Flick pest control, due to bait stations being installed accessing ceiling is not required.
  - At the July BCC meeting, Committee members endorsed the request from Flick that for ease of identification of bait stations, our gardeners will be asked to poison the small immediate area around each bait station in the lawns. Richard O'Connell to organize.

### **Resident Concerns - feedback for discussion**

- **Driveways to Units 188 / 189** - Residents have brought to VM's attention issue with water pooling (causing Mould / slime - OHS risk) and cracks forming on underneath of driveway concrete structure.
- VM has organised handyman to add drainage to driveway and a pressure wash to remove hazard. Aveo Asset team have investigated cracks within concrete structure and recommended temporary supports added while AVEO get full engineer report. Also to notify insurer for possible QBCC claim with builder.
- Villa 93 - water drainage issues. Quote received for added storm water trenching and repairs. \$1,826. VM will contact Skipper Plumbing for another quote.
- **Footpath trip hazards - schedule repairs.** Suggested discussions on the next stage of repairs as per the audit provided.  
**Outcome:** Committee has actioned the first stage of major trip hazards repairs. Stage 2 of "medium" hazards will be assessed by Richard O'Connell who will report back at our next meeting.
- Richard O'Connell met with Pat Charlwood regarding the peeling tape in front room of villa. Once again it was stressed that this is a resident's responsibility to repair.

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

#### **9.1** Body Corporate Report for RAC QGM - George West.

The Secretary, Cheryl Hodges will read Body Corporate Report at the QGM.

#### **9.2** Richard O'Connell suggested a "formal walk around" each month with Miles Porteous from Programmed Property Services & Committee members to discuss any concerns we have with the grounds & gardens.

#### **9.3** John Weeden suggested hiring a wood chipper for use when gardeners cut back trees every 3 years. This could be used as garden mulch. However, many trees in this village are not necessarily suitable to be used as mulch, bearing in mind their attraction to termites. Richard O'Connell will follow up.

- 9.4 Discussion re asking the 2 resident volunteer bus drivers (licences approved) to share shopping trips each week instead of taking John away from maintenance duties. Richard O'Connell to follow up.
- 9.5 Water from a spring between villas 182 & 183 has been a problem for a number of years. This will be investigated by Richard O'Connell who will report back at the next BCC meeting.

Date of next meeting: **Friday, 4<sup>th</sup> September, 2020** at **9.00am** in Gracemere Manor.

Close of Meeting: 11.12 am.

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Chairman

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Date