

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

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
5<sup>th</sup> February, 2021.  
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), Arnold Vandenhurk, Tom Shaw. Pat Bowen. Richard O'Connell - Retirement Living Community Manager.  
Apologies: Nil.
2. Confirmation of Minutes of BCC meeting held on 4<sup>th</sup> December, 2020.  
Correction to 9.2 - only one door was replaced.

Moved: Pat Bowen.     Seconded: Tom Shaw.

3. Business arising from Minutes :
  - 3.1 Street lighting replacement - Richard O'Connell.
  - 3.2 Water quality & water filter replacements, villas 25 & 26 - Richard O'Connell.
  - 3.3 Re: Replacement of garage door in Crestbrook Place.

**Items, 3.1 - 3.3 are addressed in Manager's Report, Item 8.**

4. Outward Correspondence:
  - 4.1 Tom Shaw, 18/12/2020 - Re: Broken tiles at front entrance door.

Endorsed: John Weeden.     Seconded: Pat Bowen.

5. Inward Correspondence:
  - 5.1 Pat Charlwood, 31/12/2020 - Re: Break down of air-conditioner.
  - 5.2 Glenda & Bruce Townsend, 15/1/2021 - Re: Garden Maintenance.
  - 5.3 Jan Corlett, 27/1/2021 - Re: Rock wall at rear of villa 93.
  - 5.4 Steve Hill, 28/1/2021 - Re: Maintenance on Manor Roundabout Fountain.
  - 5.5 Mary Wearing-Smith, 2/2/2021 - Re: Garage Door.
  - 5.6 Bob & Ann Horsley, 2/2/2021 - Re: Guttering at rear of villa.

Received: Arnold Vandenhurk.     Seconded: John Weeden.

6. Business arising from Correspondence:
  - 6.1 (re 5.1) Pat Charlwood's initial contact regarding this issue was with the Manager, Richard O'Connell. Richard & Pat have met & had a number of email communications on the matter. Therefore, Body Corporate Committee members unanimously decided

to support Richard and asked him to follow through with this issue - Richard has obtained legal advice on the matter.

Pat Bowen has stated that whilst air conditioning units are a Lot Owners responsibility they might not be covered by the Lot Owners personal contents insurance. For example his insurance company refused to cover his unit as it was more than 10 years old. It is highly recommended that Lot Owners check their contents insurance policy for clarification. This also applies to other units that are Lot Owners responsibility such as hot water service, solar panels and garage door motors.

6.2 (re 5.2) Issues of concern have been addressed directly by the Manager, Richard O'Connell. Richard reported to Committee members that he has spoken with Glenda & Bruce Townsend on site & addressed concerns raised.

The crux of the matter is that it is funding for additional gardeners - this is a GSF responsibility & can be raised at the next Budget meeting.

6.3 (re 5.3) Management & Committee members will look at issue on site & discuss with gardeners.

6.4 (re 5.4) Management will address issues raised in correspondence.

6.5 (re 5.5) Noosa Garage Doors has been issued with a work order to carry out replacement of damaged door which Meals on Wheels will pay for.

6.6 (re 5.6) Manager was asked to organize plumber to inspect & rectify problem.

#### 7. Treasurer's Report : John Weeden.

This report is prepared for the February 2021 BCC meeting with the financial information available for November and December, 2020. There was no meeting in January.

#### INCOME

The income from ILUs and SAs at the end of December was just \$284 **below** the ytd budget.

#### EXPENSES

During November there was expenditure in four Accounts.

Quantity Surveyor costs of \$134 - this is an accrued cost.

Income Tax Expense costs of \$521 - this is an accrued cost.

R&M Plumbing:- \$194 for work on an insinkerator at Villa 11.

*This should be checked as I thought this would have been a resident's expense.*

R&M Garden & Grounds:- \$1,692 There are two items on 9.11.20, each for \$454.54 (*could these be checked please*) and three miscellaneous items totalling \$783.

During December there was expenditure in six Accounts.

Quantity Surveyor costs of \$134.

Contractor - Pest Control:-\$2,473 for Exterra Termite Control.

R&M Roof:- \$170 for roof repairs to Villa 45.

R&M Building:-\$1,135 for repairs to Villa 115.

R&M Electrical:- \$600 for repairs to Yarran Rd pedestrian gate, a light at Villa 93 and Gracemere Blvd gate.

R&M Plumbing:- \$2,314 for flushing water main (\$1,200), work at back patio of Villa 167 (\$724), work on a sewerage drainage line (\$254) and sealing leaks at Villa 14 (\$135).

As December is halfway through the financial year it is worth comparing ytd figures with budget.

Categories over budget are:-

Contractor - Pest control:- ytd actual \$23,461, ytd budget \$12,257. *This needs to be checked as the total budget for the year is \$24,513.*

R&M Plant & Equipment: - ytd actual \$255, ytd budget \$138

R&M Building: - ytd actual \$3,695, ytd budget \$2,500

Painting:- ytd actual \$85,112, ytd budget \$44,000 but this is OK as painting has been finished.

Total Actual Expenditure ytd was \$128,599 which was over budget for the ytd (\$111,398) due to the painting being slipped because of Covid-19 and finished early in the 2020/21 financial year.

#### BALANCE SHEET

On the Balance Sheet for December are listed five Term Deposits totalling \$252,490 and a working account of \$66,097.

Total Accounts Receivable was \$28,905 and Total Liabilities was - \$2,182 giving Net Assets of \$345,310.

Moved that report be accepted: John Weeden.      Seconded: Cheryl Hodges.

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

##### **Street lighting ( 3.1)**

- The CM has presented a proposal to Aveo to request support funding from Aveo as a capital item. This is currently being reviewed. New Audit company CBRE on site March and issue to be raised. Current lighting bollards audit is to be carried out by electrician, for all broken units and follow up schedule repairs program.

**Outcome:** New Auditors have been appointed & will audit our property in early March. Richard O'Connell has been asked by H.O. to present our issue of street lighting to them. Aveo will then make a decision on the Capital Replacement of lights based on the Auditor's Report.

- **Water quality & water filters added to villa 25 & 26 (3.2).** All internal plumbing and water meters are the village's responsibility. Further investigation required.

**Outcome:** Richard O'Connell has been asked to get quotes for tests of water quality throughout the village & to see which section is giving the most problem.

- **Replacement garage door colour (3.3)**

- Villa 47 was refurbished and old door colour is not available, new door was closest colour match.

- **Villa 106 – broken tiles (4.1)** works completed

- **(5.1) Pat Charlwood.** Update from CM correspondence.

- **(5.2) Glenda & Bruce Townsend.** CM met with residents at villa Wednesday 13<sup>th</sup> Jan.

- **(5.3) Jan Corlett. Rock wall issues.** Follow up required.

- **Pending / New action items/Updates:**

##### **Updates**

- **Driveways to Units 188 / 189.** Works completed

- **Access gate to school villa 14 & 71.** Works completed

- **Water leak to Manor roof repairs.** Works completed

#### **Gardening program for presentation (Attached)**

**Accounts – Pest control 2445 –** moved wrong coded invoice \$14,910 to GSF for annual building service.

**Roller door/roller door motor/ repairs and replacement.** For discussion.

- To clarify:** a) The roller door itself is the responsibility of the Body Corporate.  
b) The door motor is the responsibility of the Lot Owner –  
i.e. Freeholder, Freeholder/Leaseholder pays for repair/replacement of motor.  
Aveo Way residents – motor is covered by Aveo.

9. General Business :

9.1 Tom Shaw - several members of Bowling group raised the issue regarding state of the windows facing bowling green.  
Richard O'Connell will organize cleaning of windows.

Date of next meeting: **Friday, 5<sup>th</sup> March, 2021** at **9.00am** in Gracemere Manor.

Close of Meeting: 11.15 am.

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Chairman

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Date

**Gardening program:** Please find attached a new gardening schedule. We are working closely with the gardening team in creating an 8 week rotating schedule. A few key points:

- Mowing of lawns is scheduled depending of the season and the growth of grass. Conducted fortnightly or in winter periods every four weeks. Currently we are in a busy mowing period, which limits on garden project work.
- Spraying of weeds (and termite bait stations) is conducted while in the zone/street the team are working or with heavy growth periods, a spray program may cover the entire village.
- Heavy pruning occurs once or twice a year and is dependent on season and workload.
- While the team are in your zone//street they will be attending to hedging, light pruning, weeding and general garden tidy up.
- From time to time you will see the garden team working outside of the schedule on allocated project work.

We have a gardening request book at reception for you to place any individual requests. This book should be used for the following:

- Urgent issues ie dangerous branches fallen, broken irrigation line. etc. These will addressed as soon as possible ( within 7 days )
- Individual request at your villa. Ie help with moving plants/pots, advice on gardens etc. These items will be added to the schedule, when the team are next in your zone/street.
- If you require normal, weeding/pruning etc there is no need to add this to the request book.

I hope that the programed schedule will assist you all in understanding the gardening and the team's movement. If we can keep the team in the allocated zone/street and not have them called away to small requests, we will be able to have a more productive and efficient gardening program.

## Aveo Peregian Springs Gardening Schedule 2021

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Feb-21	Monday 1st - 7th	Monday 8th - 14th	Monday 15th - 21st	Monday 22nd - 28th
	Sunrise & Sea Breeze	Beachgrass	Beachgrass	Crestbrook & Yarren
Mar-21	Monday 1st - 7th	Monday 8th - 14th	Monday 15th - 21st	Monday 22nd - 28th
	Crestbrook	Manor & entrance	Links Cove	Seaoak
Apr-21	Monday 29th - 4th	Monday 5th - 11th	Monday 12th - 18th	Monday 19th - 25th
	Sunrise & Sea Breeze	Beachgrass	Beachgrass	Crestbrook & Yarren
May-21	Monday 26th - 2nd	Monday 3rd - 9th	Monday 10th - 16th	Monday 17th - 23rd
	Crestbrook	Manor & entrance	Links Cove	Seaoak