

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

Minutes of Committee Meeting held on

7th May, 2021

Gracemere Manor,

21 Gracemere Boulevard,

Peregian Springs, QLD 4573

Meeting commenced: 9.05 am.

1. Attendance: George West (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Pat Bowen.
Richard O'Connell, Retirement Living Community Manager.
Apologies: Arnold Vandenhurk.
Observer: John Davies.

2. Confirmation of Minutes of BCC meeting held on 8th April, 2021.
Minutes accepted as a true & correct record.
Moved: Pat Bowen. Seconded: John Weeden.

3. Business arising from Minutes :
 - 3.1 Street lighting replacement – Richard O'Connell.
 - 3.2 Reimbursement of TV antenna replacement – V. 185 - Richard O'Connell.
 - 3.3 Manor fountain quote for repairs to lighting & operation - Richard O'Connell.
 - 3.4 Villa 13, garage door gaps - Richard O'Connell.
 - 3.5 Garden Mulching plan – Richard O'Connell.
 - 3.6 Re: Budget discussions for 2021/2022 financial year & copy of Quantity Surveyor's Report – Richard O'Connell.
Items, 3.1 – 3.6 are addressed in Manager's Report, Item 8.

4. Outward Correspondence:
 - 4.1 Richard O'Connell, 15/4/2021 – Questions on Treasurer's Report April, 2021.
 - 4.2 Richard O'Connell, 16/4/2021 – Invoice , villa 185 for payment for TV antenna replacement.
 - 4.3 K. Van Rangelrooy, 16/4/2021 – Reimbursement for TV antenna replacement approved by Body Corporate.
 - 4.4 Richard O'Connell, 21/4/2021 – Re: Street Lighting in village.
Cc. to Nole Beardwood, Richard Fahy, Natalie Patterson, Tony Randello.
Endorsed: Tom Shaw. Seconded: Pat Bowen.

5. Inward Correspondence:
 - 5.1 Noel & Diane Giles, 27/4/2021 – Re: Satisfaction of villa painting job.
 - 5.2 Noel Giles, 20/4/2021 – Request to paint garage door at own cost.
 - 5.3 Steve Hill, 1/5/2021 – Re: The Manor – Facility Development in FY 2021/2022.
 - 5.4 David Gordon, 29/4/2021 – Re: Overflowing gutter notification.
 - 5.5 Richard O'Connell, 6/5/2021 – Re: Street Lighting.
Received: John Weeden. Seconded: Pat Bowen.

6. Business arising from Correspondence:

6.1 (re 5.1) Committee members appreciative of positive feed back.

6.2 (re 5.2) We are thinking of including garage doors to be painted (in sections when applicable) in the next 10 year program which comes up for review at the end of next year.

6.3 (re 5.3) The area in question is part of lot 134. The lot owner is AVEO, consequently the BC has no responsibility for this area. As correspondence was addressed to RAC also, Richard O'Connell will discuss at their next Committee meeting.

6.4 (re 5.4) Addressed in Manager's Report, 5.4

6.5 (re 5.5) Refer to Manager's Report, 3.1

7. Treasurer's Report : John Weeden.

This report is prepared for the May 2021 BCC meeting with the financial information available for March 2021.

INCOME

The income from ILUs and SAs at the end of March was \$1,155 **below** the budget for the month and \$9,468 **below** the ytd budget.

EXPENSES

During March there was expenditure in seven Accounts.

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

Contractor – Pest control:- \$2,464 – this is for the bait stations.

R&M Building:- \$917 for repairs at V163 (\$265), V172 (\$240) and V107 (\$180) plus “cable for garage door” (\$180). *No other details. This Acc at actual ytd of \$5,939 is over the total year budget of \$5,000.*

R&M Electrical:- \$1,868 for three repairs to gate (\$696), replace light at V167 (\$424), various locations (\$387), Manor Hall level 2 (\$249) and V28 investigation (\$113).

R&M Plumbing:- -\$319 for drainage line (\$255), repairs at V108 (\$240) and a reversal of -\$814 for a previous miscoded item.

R&M Garden & Grounds:- \$1,004 for repairs to toilet at V45 (\$660) [*Why is this is Garden & Grounds?*], “repairs to Makinex Pre” (\$190) [*What is this?*] and minor items at Peregian Hardware totalling \$154.

R&M TV Antennae :- \$711 for a replacement at V172.

Total Actual Expenditure ytd was \$135,702 which was **under** budget for the ytd (\$167,096).

BALANCE SHEET

The Balance Sheet for March is still incorrect as it lists five Term Deposits totalling \$252,490: in August 2020 one of our Term Deposits **and its interest** was rolled over giving a total of \$253,411.

The working account of \$111,896 agrees with the Bank Statement at 31 Mar 2021.

Total Accounts Receivable was \$28,551 and Total Liabilities was -\$6,438 giving Net Assets of \$386,498.

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

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

3.1. Street lighting

Aveo have requested further quotes on alternative solar lighting options. Please see attached a recent quote from KTM solutions for \$54,400 & \$43,636 for review. For further discussion. Trail area proposed.

Action on street lighting - Body Corporate Committee members view this as a joint venture between Aveo & the Body Corporate to get a resolution. Unanimous approval given for Richard O'Connell to submit a funding request to Aveo for the trial of 4 lights in Sea Breeze Rise.

3.2. Reimbursement of TV Antenna villa 185.

- Aveo has credited the resident's levies for May accounts and transferred cost to the sinking fund.
- **3.3. Manor fountain repairs and clean.** Works have been completed. Lighting and pump motor have been repaired and fountain emptied and cleaned.

- **3.4 Villa 13 garage door replacement.** Work has been conducted, but resident has indicated they are unhappy with the final work. As this was an insurance claim from a contractor engaged by the resident, we have suggested they communicate directly with them on any concerns.

Action - George West asked Richard to have the nail holes filled & painted by Handyman, Luke. Resident to follow up with contractor re gaps in garage door.

- **3.5. Garden Mulch program.** A work order has been issued for the first half of the annual mulch allocation at \$4,900. This is for 50m³ of mulch, which will be delivered in 10m³ truck loads. The proposal is for the team to work on this over the next 2 months focusing on the street frontage gardens only and common area gardens.

- **3.6. Budget & QS report.** For discussion. Current Napier & Blakeley QS report can still be utilised as we await the new CBRE reports.

Outcome - Aveo has changed companies for our Quantity Surveyor's Report – now CBRE. Still waiting for latest report but for Budget discussions the current Napier & Blakeley report will be used.

- **5.2. Request to Paint garage door.** I have spoken to our contract painters – Higgins and they recommend that garage doors be added to the next scheduled contract to ensure consistency and colour.
- **5.4. Gutter repairs Villa 119.** Cleaning of gutter was conducted and water flows checked. I have spoken to resident on the 6th May, and indicated that he should monitor. Plumber may be required to inspect and change the gutter fall.
- **9.1 After hour's emergency procedures.** Proposal for RAC/BCC to provide list of emergency numbers for all residents. Provide copy of Aveo emergency procedures for discussion.

Action: Welcome Pack for new residents will now include a list of emergency numbers for residents to use.

Richard will also include in the June Newsletter, a list of emergency numbers which residents can use for reference.

- **9.2. Resident repairs notification.** New tracking spreadsheet, with "resident contacted" added to ensure final follow up.

- **New action items/Updates:**

Updates

- **Programed Property Services contract renewal.** PPS contract expires July 2021. Aveo have put out tender to our preferred providers. A presentation will be provided to the BCC for review prior to new contract renewal. Open for feedback.
- **Villa 50 window screen removal.** A request via Aveo sales/new resident to remove an outdoor screen over the kitchen. BCC approval request. Expense to be covered by Aveo Sales/ resident. Also rust removal on balcony posts required.

Action: Richard O'Connell will speak with resident in villa 51 & if no objection raised, BCC members approved removal of kitchen window screen at villa 50.

- **Higgins Painting Invoice.** As Higgins have now completed their painting works for the year, the invoice has been issued. Confirmation on payment and timing is required.

Outcome: as per agreement with Higgins, payment will be made in July.

- **Convex mirror suggestion.** CM has recently visited the blind spots on bend at villa 153 and Yarran Rd entrance with residents. Request for Convex mirrors to be added as suggestion. For feedback.
Action: Richard O’Connell to obtain quote for convex mirror at both spots.
- **St Andrews School construction.** CM met with the School Principle to discuss the timeline of construction of the Arts centre. Updates will be provide via monthly newsletters.

Accounts –

- **V173.** Repairs to damage fence \$240 and spray for Termites \$400.
- **V167.** Drainage repairs \$1,525. Extensive work to blocked storm water drainage causing flooding of patio.
- **V45.** 3 expenses over period. Water leak issue between villa 45 and 128. Investigation costs \$135. Repairs to adjoining plumbing to both units \$410. Replacement of villa 45 toilet \$250, on charged to resident via levies and a credit to follow to accounts. Incorrectly coded to R&M gardens and has been reallocated to plumbing.
- Repairs to Makinex pressure washer \$190.
- Quarterly audit has identified incorrect coding of re staining of bench seats in lot 3. Work be re-coded to R&M Buildings.

Residents Feedback/requests-

- **Drainage issues.** A number of drainage issues have been identified. We are endeavouring to repair via gardening team. Plumbers may need to be engaged.
- **Gutters faults.** An increase in complaints of over flowing gutters especially in the older section of the village. Plumber may need to be engaged.
- **Street lighting.** Complaints of poor or no lighting, especially over the heavy rain weekend recently. Repairs works underway.

❖ **Tom Shaw left meeting at 11.25am.**

9. General Business :

9.1 Addressed in Manager’s Report.

9.2 Addressed in Manager’s Report.

9.3 Body Corporate AGM – AGM to be held before end of September, date to be advised. Forms for Nomination to Committee & Motions will be delivered to Lot Owners first week in June.

9.4 John Weeden requested the “No Parking” signs at side of Bowling Green at entrance to Manor, be removed – posts only remaining at present!! Richard to action.

Date of next meeting: **Friday, 4th June, 2021** at **9.00am** in Gracemere Manor.

Close of Meeting: 11.40 am.

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Chairman

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Date