

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
5th November, 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 - joined meeting at 9.45am), Tom Shaw, Pat Bowen, Arnold Vandenhurk (Joined meeting at 9.45am).

Kelly Luck, Community Business Manager.

Apologies: Nil.

2. Confirmation of Minutes of BCC meeting held on 1st October, 2021.

Minutes accepted as a true & correct record.

Moved: Pat Bowen. Seconded: Tom Shaw.

3. Business arising from Minutes :

3.1 Street lighting replacement, up-date on start date - Kelly Luck.

3.2 Building faults on villas 50,11,81 - Kelly Luck.

3.3 ILU Fencing Issue - Kelly Luck.

3.4 Flick Insurance up-date - Kelly Luck.

3.5 Appearance of entrance to Manor - Kelly Luck.

3.6 Action taken at Yarran gate entrance - Kelly Luck.

Items, 3.1 - 3.6 are addressed in Report, Item 8.

4. Outward Correspondence:

4.1 John Dullely, 9/10/2021 - Re: Action to be taken on bump at Yarran gate entrance.

4.2 Kelly Luck, 10/10/2021 - Re: ILU Fencing issue.

4.3 Kelly Luck, 25/10/2021 - Re: Body Corporate Term Deposits.

Endorsed: Tom Shaw. Seconded: Pat Bowen.

5. Inward Correspondence:

5.1 Nole Beardwood, 15/10/2021 - Re: Confirmation that Aveo will contribute half cost of new lighting supply & installation. Attached quote & specifications.

5.2 John Weeden, 27/10/2021 - Re: BC Sinking Fund Term Deposits.

Received: Pat Bowen. Seconded: Tom Shaw.

6. Business arising from Correspondence:

6.1 (re 5.1) Noted & filed.

6.2 (re 5.2) Kelly Luck to organize Avan (HO) to meet with John & herself.

7. Treasurer's Report : John Weeden

This report is prepared for the November 2021 BCC meeting with the financial information available for September 2021.

INCOME

The income from ILUs and SAs for the month of September was \$1,745 **below** the budget for the month and \$4,310 **below** the total year to date budget.

EXPENSES

During September there was expenditure in seven Accounts.

Quantity Surveyor costs of \$26. This is obviously incorrect, as is the Actual Ytd figure of **minus \$1,312. These figures do not agree with the Detail Trial Balance of minus \$1,845 and minus \$3,184 respectively. This is probably due to a mismatch between actual and accrued costs.**

Contractor – Pest Control :- \$2,464. This is for the termite baiting system.

R&M Electrical:- **minus \$14,622** even though the Detail Trial Balance shows only \$378. This probably relates to Aveo paying for street lighting and hopefully will be clarified by next month.

R&M Plumbing:- \$255 for attention to sewer drainage at V18.

R&M Garden & Grounds:- \$127 for several miscellaneous items from Peregian Hardware.

R&M General:- \$200 for pressure washing at V69. **Why is this a Body Corporate cost?**

R&M TV Antennae:-\$230 for 18V power supply.

Total Actual Expenditure for September was **minus \$11,321** and actual ytd was \$85,467 **but both these figures should change when adjustments are made for the street lighting item mentioned above.**

BALANCE SHEET

The Balance Sheet for September still appears to be incorrect as it lists four Term Deposits each for \$50,000 and one for \$53,740. I have copies of four certificates each of \$50,000 but the fifth one is for \$53,865 (which was rolled over on 21August 2021 as NAB Term Deposit 76-259-8231). This has recently been brought to the VM's notice and she will be following this up.

The working account of \$ 77,396 agrees with the Bank Statement at 30 September 2021 .

Total Accounts Receivable was \$31,521 and Total Liabilities was \$1,398 giving Net Assets of \$364,055.

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

8. Community Operations Manager, Qld. North – Kelly Luck.

• **Street Lighting replacement (3.1)**

KTM have ordered the lights and a work order has been completed. Awaiting supply of poles to then go through the process of powder coating them black as requested. Commencement date will be confirmed from supplier once powder coating has concluded.

• **Building Faults on Villas 50, 11, 081 (3.2)**

Villa 50

Awaiting second quotation for balcony structural cracking, Facility Manager is following up with contractor for quote as they have been on site and inspected.

Villas 11 & 81

Engineers report for Villa 11 & 81 attached in full and in summary below, basically cracks are caused by ground movement – however have been deemed as “ slight “ for both units with recommendations to repair internal cracks as part of R&R works – no requirements from Body Corporate at this stage.

- **ILU Fencing Issue (3.3)**

I have reviewed other areas of village and there is pre-existing screening in place in several units at 1.8m high as below:

ILU 116 – is at 2.0m high and non-compliant colour

Recommendation that Aveo fund replacement of screening in approved colour at 1.8m high as per current layout (shape / design) to provide compliance. Request that resident complete an additions and alterations form.

Front Entry Concrete Pathway Entrance Painting

Current concrete Pathway has been painted Mission Brown, need to request BC review this and approve chosen colour or advise to return to normal – resident mentioned he would return to original (as they do not have an approved Alterations and Additions for this painting).

- **Flick Insurance Update (3.4)**

Have followed up quotation for Exterrnet Insurance / Warranty. Awaiting response form branch Manager will follow up again today.

- **Appearance of entrance to Manor (3.5)**

Require further clarification.

Response: Area in question is at entrance to Manor near mailboxes. Gardens could do with beautification to enhance this area. Kelly Luck to follow up with gardeners.

- **Action taken at Yarran gate Entrance (3.6)**

Awaiting quotation from Line markers to complete the works at this entrance. Carter & Sons will be on site Tuesday next week to quote on the following: Linemarking of speed bump at Yarran Road entry & pedestrian crossing (if approved by BC)

Aveo have completed a signage audit of the Village on 04.11.21 this includes the indemnity signage for yarran road entrance as well as shared zone signage, the replacement signage for the Gracemere Bvd entrance and emergency evacuation signage that has faded outside the community centre. These are currently being priced and the hope is this cost will be picked up by the business.

CM met with concerned resident and advised of the plans to line mark the entrance as removal of the bump is not an option.

Resident raised some further concerns in relation to pedestrian safety. Recommendation shared zone signage be placed at the entrance to say that vehicles are entering a shared zone.

- **Pending / New action items:**

- **Gracemere Boulevard Gate**

Insurance claim is underway for the Gracemere Boulevard gate. Have made safe and are awaiting quote to proceed with insurance. This will include the replacement gate and the

make safe works undertaken by an electrician and Hedge Property maintenance to clean up the debris. Gates are operational however as missing central piece are not secure. This is ongoing.

- Request from treasurer re: Sinking Fund Deposits has been forwarded onto accounts team for actioning.
- Safety hazard on roadway outside unit 015. Pavement uneven concerns over resident safety.

Recommendation to have maintenance relay pavers to reduce trip hazard.

- **Hedge Garden maintenance**

Regular meetings with Body Corporate and residents will be part of hedge requirements moving forward.

Irrigation audit is underway. There may be some costs coming our way. To date the following have been raised as concerns:

Multiple spray heads missing

Multiple spray heads clogged

Stands for spray heads missing

Microtubing had been cut (seemingly by a hedger) and left in at least 5 points, some even covered with mulch

Split in 32mm main line identified beside V154 - This zone was set to start 10 minutes before any other irrigation on Friday morning (at about midnight, for 10 minutes). On Friday, it had been running all morning and had to be shut off at the valve.

Remedies so far include:

Spray heads replaced / cleaned out

Microtubing spliced together and connected back to spray heads

Split in 32mm main line cut at split and spliced

Suggested remedies to be implemented:

Purchasing of more spray heads and stands

Troubleshooting of controller and solenoids. It took about an hour to identify and remedy the issues in this one zone. There are approximately 60+ zones in the entire village, running off 5 main controllers, one battery controller and one mini AC controller at the manor roundabout. Other zones are not in a state of disrepair to the same degree as this one, however it is important to note that issues throughout the entire system are going to take some time to remedy.

- Pedestrian Safety along Crestbrook and Beachgrass road.

This has been raised as a concern from residents who frequently walk along this area.

Convex mirrors have recently been installed in this area to assist road users with the identified blind spot however in the interest of pedestrian safety, further ideas put forward include:

- Aveo pays for the extension of the footpath to connect the two roads.
- A pedestrian pathway, similar to a bike path, should be painted on the St Andrews side of the road to connect with the footpaths.
- The corner should be made a shared zone with zone notices at the end of each road and "Watch for pedestrians" painted on the road at the start of each end of the blind corner.

Recommendation place reflective signage similar to those throughout the Village identifying this as a shared zone.

- Fountain

Recommendation from Hedge is to postpone the replanting until the cooler months so that plants establish better.

Villa 160 – removal of 2 tree stumps was approved a few months ago but no action has been taken to date. Kelly Luck will follow up on this issue & take action.

9. General Business :

9.1 Review of Hedges performance – George West.

Overall feedback has been very positive & on the whole residents are happy & appreciative of the job done by the gardeners.

9.2 Arnold Vandenhurk posed the question of what will happen to the money which is currently held in the Sinking Fund when there are no longer any strata title villas & all villas are on Aveo Lease Hold titles?

George West reports that following discussions with Nole Beardwood, the Sinking Fund then becomes a Maintenance Replacement Fund. This covers works of maintenance on all properties.

Date of next meeting: **3rd December, 2021** at **9.00am** in Gracemere Manor.

Close of Meeting: 10.50 am.

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Chairman

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Date