

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
4th February, 2022
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 8.55 am.

1. Attendance: George West (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Pat Bowen, Arnold Vandenhurk.
Kelly Luck - Community Business Manager.
Apologies: Nil.
- ❖ George West expressed his disappointment, & was sorry, that Kelly Luck (Community Business Manager) will be leaving us at the end of February.
George acknowledged that over the past couple of months he & Kelly had worked closely together on the many problems & issues which had arisen due to the storms & inclement weather - e.g. flooding, blocked drains, etc. Kelly had moved very quickly to resolve each issue.
George also expressed appreciation that when Kelly was not sure of a procedure or way to address an issue, she sought advice from him on which she could then base her decision. On behalf of all Committee members, George wished Kelly well in her future endeavours.
2. Confirmation of Minutes of BCC meeting held on 3rd December, 2021.
Minutes accepted as a true & correct record.

Moved: Tom Shaw.

Seconded: Pat Bowen.

3. Business arising from Minutes :
 - 3.1 Action taken at Yarran gate entrance - Kelly Luck.
 - 3.2 Gracemere Boulevard Gate update - Kelly Luck.
 - 3.3 Safety hazard on roadway outside V. 15 - Kelly Luck.
 - 3.4 Pedestrian safety along Crestbrook Place & Beachgrass Crescent - Kelly Luck.
 - 3.5 Guttering at villa 70 - Kelly Luck.
 - 3.6 ILU Fencing Issue, villa 116 - Kelly Luck.

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

4. Outward Correspondence:

- 4.1 Valerie Catlow, 9/12/2021 - Re: Large tree on golf course behind villa.
- 4.2 John Davies, 9/12/2021 - Re: New street lighting issues.

Endorsed: Arnold Vandenhurk.

Seconded: Tom Shaw.

5. Inward Correspondence:

- 5.1 Steve & Jane Hill, 27/12/2021 - Re: Poorly sited street light outside villa.
- 5.2 Marie McCabe, 30/1/2022 - Re: Rubbish at end of Sea Oak Drive.

Received: Pat Bowen.

Seconded: John Weeden.

6. Business arising from Correspondence:

6.1 (re 5.1) Kelly Luck will speak with the supplier of the lights regarding this issue. However, we do have a duty of care to all other residents to provide a safe way after dark – we have to consider these residents also.

6.2 (re 5.2) Management will be meeting with senior Head Management next week - these matters & others will be addressed then.

7. Treasurer's Report : John Weeden

This report is prepared for the February 2022 BCC meeting with the financial information available for November and December 2021.

INCOME

The income from ILUs and SAs for the month of November was **below** the budget for the month and ytd but extra money was transferred in December so that it was above the budget for the month and only \$355 **below** the total year to date budget.

EXPENSES

During November there was expenditure in six Accounts.

Quantity Surveyor costs of **minus \$1,969**. This agrees with the detailed trial balance as does the actual ytd figure but as this is **minus \$3,184 it is probably a mismatch between actual and accrued costs**.

Contractor – Pest Control :- \$2,430. This is for the termite baiting system.

R&M Plumbing:- \$358 to replace “something” at V99.

R&M Garden & Grounds:- \$418 This was to fix something at Village entrance (\$396) and a toilet seat and string line (\$23).

R&M General:- \$2,570. Something unknown in Beachgrass Cres.

R&M TV Antennae:- \$135 Re-tune TV channels at V112.

During December there was expenditure in four Accounts.

Quantity Surveyor costs of \$588. This agrees with the detailed trial balance as does the actual ytd figure but as this is **minus \$2,595 it is probably a mismatch between actual and accrued costs. It seems a strange coincidence that the actual month cost of \$588 exactly equals the Budget ytd cost!! Maybe the Accounts Department can explain please??**

R&M Roof:- \$12,788 to repair roofs (rooves) at various locations.

R&M Electrical:- \$259 for repairs to Yarren Rd gate. There still appears to be some errors in the account as the Actual ytd expense is **minus \$12,416**.

R&M Plumbing:-\$1,431.This was for burst pipe outside V133 (\$797) and toilet repairs at Maintenance Shed (\$634)

Total Actual Expenditure for December was \$15,067 and actual ytd (end of December; half way through the financial year) was \$118,595 compared to a budget ytd of \$110,679. Whilst this is 7% over budget we do not have any more planned expenses in R&M Roof or Painting.

BALANCE SHEET

The Balance Sheet for December still appears to be incorrect as it lists four Term Deposits each for \$50,000 and one for \$53,740. I have commented on several occasions that this last one should be \$53,865. Since then a further Term Deposit (with interest) was due to be rolled over on 30th November 2021 but Accounts have been unable to provide a new Certificate.

The working account of \$111,503 agrees with the Bank Statement at 31 December 2021.

Total Accounts Receivable was \$22,375 and Total Liabilities was -\$2,14977 giving Net Assets of \$385,468.

Moved that report be accepted: John Weeden. Seconded: Arnold Vandenhurk.

8. Community Manager – Kelly Luck.

- **Action taken at Yarran Gate Entrance (3.1)**

It was my understanding this item had been closed at last meeting. Signage will be purchased as per 3.4 below.

We had investigated the pedestrian gate following reports of a resident not able to gain access to Village. I believe this has to do with the code being inputted incorrectly as we have been able to access on numerous occasions using the correct code.

➤ **Now off the Agenda.**

- **Gracemere Boulevard Gate Update (3.2)**

This has been completed on 01.02.2022 Gate is now operational.

➤ **Now off the Agenda.**

- **Safety hazard on roadway outside V. 15 (3.3)**

Following approval from BCC in December I have contacted Safe Footpaths and will include this hazard as part of rectifying medium rated hazards. Alternatively, if the job is too large for them, we can look at in this CY road works. I am awaiting feedback from the contractor.

- **Pedestrian safety along Crestbrook Place & Beachgrass Crescent (3.4)**

- Shared Zone signage will be purchased as agreed with BCC. I was awaiting the Gracemere Boulevard gate to be repaired as there will be some signage that needs to be replaced on this gate also. (Inclusive of static water supply signage as identified in recent fire safety audit).

➤ **This issue has been addressed.**

- **Guttering at villa 070 (3.5)**

Confirming this is an Aveo way contract of a property located in lot 3. Aveo contribute to this fund therefore would it not still be under BCC responsibility. The guttering does require additional downpipe to connect to existing stormwater drain. This has been quoted by Eastern Plumbing at a cost of \$2,068.00 (Incl GST) Please refer 8.1

- **ILU Fencing Issue V116**

This is ongoing and has been escalated to Nole Beardwood for management.

- **New Action Items:**

- **Street Lighting as referenced in (5.1)**

The light opposite unit 096 has been turned off following many attempts to change settings and reduce the light spread. Will follow up my request for a quote from KTM (Contractor) for the cover however they noted concerns over how effective it will be for both the residents and the effectiveness of the light to illuminate the roadway.

- **Unit 130 – Insurance Claim**

Unit 130 is located next to a stormwater drain which was full of stones and debris. We managed to get SES out on the public holiday to provide sandbags however the water did enter property. I am currently awaiting the quote from Infraco.

Apart from a wooden filing cabinet, nothing else seems to have been ruined which is surprising given the amount of water in the below pics.

I have spoken to the resident and advised I would let her know once we had a confirmed date and we can then go through insurance.

- **SA 227 Water damage**

During yesterdays heavy rain we were alerted to water entering the residents unit through his ceiling. We have a contractor coming out today to assess the damage, make safe and repair the roof. I will keep BCC updated as required.

Please refer to photos below of walk- in wardrobe:

- **Tree on neighbouring golf course as referenced in 4.1**
Following our initial correspondence in December David was going to discuss direct with the golf course.
I am meeting with David Villani next week to discuss. David is the Development manager of the Springs and has the established relationship with the golf course management.
- **Villa 026 - Channel drain**
Unit 026 is in lot 3 and Nole has filled me in on historical commitments to address some drainage concerns as they arise. As above I will be meeting with David next week and add this to the agenda for discussion. This will be an Aveo cost. Please refer 8.2
- **Villa 123 - Drainage**
Quote received for additional drainage to connect to stormwater mains pit at unit 123 as the yard floods during bouts of heavy rain. Please refer 8.3 **Approved.**
- **Villa 126 - Drainage**
Quotes received for installation of two new yard pits to relieve the water build up in the rear of the property during heavy rain. Please refer 8.4 **Approved.**
- **Villa 150 - Airconditioning Units**
This is an ongoing concern for the residents who reside on the bottom level. The air conditioning units are located directly on the outside wall of the bedroom at bed height making it difficult for the residents to sleep. I wanted to keep you abreast of my proposal for a co contribution between the Villa residents and Aveo to relocate the air conditioning units to another wall. Please refer 8.5
➤ **This issue is being addressed by Kelly with Richard Fahy.**
- **Villa 080 - Rusted back sunroom wall panel and guttering**
Quote received by Action Property Maintenance to rectify. Please refer 8.6.
➤ **Kelly to follow up. This is not a matter for the BC as the residents moved in on an "As Is" basis' It is now a matter between the Residents and the owner (Aveo).**

9. General Business : None.

Date of next meeting: **Friday, 4th March, 2022** at **9.00am** in Gracemere Manor.

Close of Meeting: 10.25 am.

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Chairman

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Date