

BODY CORPORATE FOR AVEO PEREGIAN SPRINGS COUNTRY CLUB

COMMUNITY TITLES SCHEME 31142

**Minutes of Committee Meeting held on
Friday, 2nd February, 2024.
Gracemere Manor,
21 Gracemere Boulevard,
Peregian Springs, QLD 4573**

Meeting commenced: 9.02 am.

1. Attendance: Pat Bowen (Chair), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Keith Van Rangelrooy, Bronwyn West, Arnold Vandenhurk.
Nole Beardwood, Community Operations Manager, Lisa Morrison, Assistant Community Manager.
Apologies: Cosi Ronconi, Community Manager.
2. Confirmation of Minutes of BCC meeting held on 6th December, 2023.
Minutes accepted as a true & correct record.
Moved: Arnold Vandenhurk. Seconded: Bronwyn West.
3. Business arising from Minutes :
 - 3.1 Street Lighting – Cosimo Ronconi & Pat Bowen.
Refer Manager’s Report.
 - 3.2 Annual Painting Maintenance Programme – Cosimo Ronconi.
Painting/Maintenance Contracts as submitted by Programmed Property Services and Higgins External Painting/Maintenance will be circulated to all Body Corporate Committee members for comments & discussion before any decision is made.
 - 3.3 Repairs to Water Harvest System – Paul Davis & Tom Shaw.
Refer Manager’s Report.
4. Outward Correspondence:
 - 4.1 Nole Beardwood, 11/12/2023 – Re: Lighting Up-grade & Painting contract.
 - 4.2 Pat Charlwood, 13/12/2023 – Re: Garden maintenance issues.
 - 4.3 Pat Charlwood, 15/12/2023 – Reply to questions re “hard copy” reply to correspondence & gardening issues.
 - 4.4 Nole Beardwood, 26/1/2024 – Re: Outstanding issues to be addressed.
Endorsed: Keith Van Rangelrooy. Seconded: John Weeden.
5. Inward Correspondence:
 - 5.1 Geoff Lucas & Sandra Ferber, 12/12/2023 – Appreciation for cleaning of water tank supply to villa.
 - 5.2 Pat Charlwood, 15/12/2023 – Re: Gardening issues.
 - 5.3 Pat Charlwood, 19/12/2023 – Re: December 2023 Agenda.
 - 5.4 Karen & Peter Wright, 24/1/2024 – Gardening questions.
 - 5.5 Karen & Peter Wright, 29-1-2024 – Re: Further gardening issues.

5.6 David & Dina Figgins, 30/1/2024 – Re: Gardening issues.

- ❖ COPY: Jackie Wearne to Cosimo Ronconi, 24/1/2024 – Re: Current gardening situation.
Received: John Weeden. Seconded: Tom Shaw.

6. Business arising from Correspondence:

6.1 (re 5.2, 5.3, 5.4, 5.5, 5.6)

It was unanimously agreed that Committee members have no confidence in Hedge Gardening contractors. The Hedge contract ends at the end of June (2024) at which time Brookfield will go to a National tender for a new contract.

However, in the meantime under the present circumstances we will be looking for extra hands to do the various gardening jobs which are at present being neglected by Hedge – e.g. hedges, gardening, weeding, mowing.

7. Reports from Committee Members:

No reports due to Christmas break.

8. Treasurer's Report : John Weeden –

This report has been prepared for the February BCC meeting with the financial information for December 2023 (the end of a quarter so hopefully should “balance”).

INCOME

The Actual ytd income (excluding interest) is \$3,,619 above budget (so Aveo Way contributions have been added in)

Total Income for the half year was \$102,896.

EXPENSES

I have examined the Detail Trial Balance and will only comment on those items which raise queries.

Quantity Surveyor Reports.

Actual ytd is \$1,250 v Budget of \$296. Accounts Dept have to accrue one invoice across five or six accounts so hopefully it may be sorted out by the March quarter.

Insurance Claim Expense

An amount of \$972 relating to building damage was included and then recoded out to R & M General so the invoice could be paid but it is still under investigation as an insurance claim.

Rates – Council

There are three recoded items (totalling \$557) for “Council Charges”. We have never had these charges before and there is no money in that budget item. ***This should be checked.***

Contractor -Pest Control

Actual ytd is **minus** \$717. Accounts Dept have some accruals in the account so we will check again after March figures are available.

R & M Fire Service

The Five Year Pressure Test was carried out but more work (costing \$20,961) was done on Fire Hydrant Maintenance than originally authorised so this is still under review.

Two further items (totalling \$4,040) relating to Termite baiting have been recoded in – ***this is obviously an error.***

R & M General

As mentioned above an item for \$972 has been recoded in from Insurance Claim Expense.

Also a recoded item relating to “instal ramp tiles” costing \$1,147 should be rechecked for more information.

An examination of the expenses side of the Statement of Income & Expenditure reveals several line items above budget for the half year. Most have been discussed above. In R & M Garden & Grounds there was a large item (\$20,000) for tree trimming but this is a one off item for this year.

The total expenditure for the half year was \$96,708 which is 14% below the budget of \$112,222.

BALANCE SHEET

In the Balance Sheet was listed four Term Deposits each of \$50,000 and one of \$54,000.

The ANZ Main Operating A/c was \$111,715 which agreed with the Bank Statement and the Reconciliation Report. Total Accounts Receivable was \$48,483 and Total Liabilities was \$4,495 giving Net Assets of \$409,703.

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

9. Community Manager's Report: Cosimo Ronconi –

- **Roof Tile Replacement / Repair by DS Roofing.**

DS Roofing has completed the works previously approved and submitted a new quote to install valley clips, repoint all ridge caps and replace all broken tiles in ILU, 1,2,3,4,5,6,7,8 for \$ 5,001.82 + GST. (See quote attached) Works tentatively scheduled to commence in July 8th 2024 pending approval.

- **Streetlights**

LEADSUN has been engaged to provide a quote for street light upgrade to Links Cove.

The quote has been received and it is currently under review.

Discussion: There is no immediate requirement to do anything with the lighting now that we still have bollards supplementing the solar street lights.

Brookfield is going to a National Tender for Solar Street lighting as part of their national environmental sustainability initiative & once a national contract is awarded, Nole Beardwood will ask them to quote on the village lighting situation here at Peregrin Springs.

- **Annual Painting Maintenance Programme**

Aveo has issued the Tender document for an 11 Year Painting Maintenance Program to 6 companies. Higgins and Programmed Painting have provided quotes to be reviewed with Committee at Meeting. Aveo State Manager QLD Nth to discuss process moving forward with Committee for review.

- **Repairs to water harvest system:**

The Pump House has completed part of the works previously approved and have ordered the parts for the final commissioning. Once the works are complete, The Pump House will provide instructions to the onsite staff for regular checks and basic maintenance of the system.

Action: Nole Beardwood to discuss issue with Cosi on his return to work.

- **Rectification to Sunken floor next to driveway of ILU 135:**

Action Maintenance has completed the approved works.

- **Entry Gate Motor**

The main gate motors have been replaced as per approved quote from Magnetic Electrics

New Items

- **Manor Roof:** Roof inspection was conducted on November 23 and 6 sections were identified for repairs as per report attached. Aveo Facilities Management is seeking quotes for the rectifications required.

- **ILU 26 – Drainage Failure:** Eastern Plumbing has submitted a quote of \$ 1,618.18 + GST to excavate down to stormwater drainage. Cut out faulty section of drainage, rework with new bed and backfill. (See quote attached)
Action: Moved: Bronwyn West. Seconded: Keith Van Rangelrooy that quote of \$1,618.18 + GST be accepted. Unanimously agreed.
- **ILU 141 –Sewage Pipes and Drains**
Skipper Plumbing has inspected the ongoing issue, and it has been identified a broken sewerage pipe located under the tiled area just outside the living room window. Skipper plumbing will submit a quote to repair the pipe with a special sleeve that gets installed inside the pipe itself, to avoid external jackhammering works. These works do require a 3rd party specialist contractor based in Brisbane which will work in conjunction with Skipper Pumping.
Action: Quote to be re-submitted.
- **ILU 130 – Garden Drains Issue**
On 30th January the resident reported the side garden flooding with water rising with risk of flooding the house as happened before in 2022.
Eastern plumbing completed drainage rectifications in this garden section 18 month ago. Upon our request, Eastern attended, inspected the drain and advised that the lines are clear but cannot handle the amount rainfall. Eastern will send a quote to install an additional drain. In the meantime, we have asked Eastern Plumbing to install a temporary sump pump to extract water and prevent floods to the house. Hedge Team has installed sandbags as well.

Images of flood prevention work below:



- Manager to present to committee quote from Eastern Plumbing for \$2,250 engage services scan and access ground levels prior to further works. Committee to advise approval
Action: Unanimous approval given for works to proceed.
- Further quotation presented for follow up rectification works (scope listed below) @ \$28,556 to be discussed with Committee and review plan moving forward
 - Supply and install new 450 series pit
 - Excavate new trench from new stormwater pit to road
 - Cut concrete at road for access to stormwater
 - Vacuum excavate from road pit to grass
 - Supply and install new stormwater lines
 - Bed and backfill
 - Reinstate concrete
 - Reinstate turf

Action: Nole Beardwood to follow up this flow on issue & report back to the Committee.

- **Groundskeeping – Hedge**

After the Christmas holidays Hedge has experienced shortage of staff for various reasons, including a serious staff injury in the workplace. Hedge has arranged gardeners from other sites to help on some days however the work schedule has fallen well behind, and we have received several complaints from residents in this regard. The situation has been escalated to Aveo senior management and Hedge has advised that the monthly billing will be adjusted to reflect only the labour hours that have been provided during this time. Hedge Management has apologised for any inconvenience. A new Team member has been recruited and the work schedule will get back on track as soon as possible and weather permitting.

- **Change of Electricity and Gas supplier**

As part of Aveo’s commitment to sustainability, and to support our aspirations of achieving net zero emissions in operations, Aveo is transferring electricity and gas accounts for common areas from Origin to Iberdrola and AGL, respectively for a supply of 100% renewable energy. The new electricity contracts with Iberdrola and AGL commenced on 1 January 2024. Gas accounts will be transferred separately, within the next few weeks.

- **Lithium Batteries**

Aveo has experienced a serious safety incident in one of its retirement communities in South Australia.

The incident involved a mobility scooter battery that caught fire while being charged, and led to significant damage and most tragically, a fatality.

Considering the incident, the safety team wishes to reiterate the following principles and practices as a matter of priority:

Do not leave a battery that is being charging unattended. Always supervise and be mindful of the equipment.

Do not leave a battery on charge overnight. It may overheat and lead to a fire. This can be dangerous, especially if you are unaware and sleeping.

Once a battery is charged, turn off the power-point and immediately disconnect it from the charger.

Always consider purchasing equipment/batteries with automatic off switches and other added safety functionality.

Where possible, charge a battery or your scooter outdoors and not within your home. This will limit any damage should the equipment catch fire.

Never place a scooter or other piece of equipment in front of a doorway or exit. This will impede an orderly and fast evacuation.

If a battery starts smoking, evacuate the building immediately and press your emergency button. Batteries may explode and cause serious harm or death.

Do not attempt to fight a battery fire – lithium batteries burn hot and fast. They release volatile organic compounds and typical firefighting equipment may be insufficient. Evacuate and call fire authorities.

10. General Business:

Nil

Date of next meeting: **Friday, 1st March, 2024** at 9.00am in Gracemere Manor.

Close of Meeting: 10.58 am

Chairman:

Date: