

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

**COMMUNITY TITLES SCHEME 31142**

**Minutes of Committee Meeting held on  
Friday, 2<sup>nd</sup> August, 2024.  
Gracemere Manor,  
21 Gracemere Boulevard,  
Peregian Springs, QLD 4573**

Meeting commenced: 9.00 am.

1. Attendance: Pat Bowen (Chairman), Cheryl Hodges (Secretary), John Weeden (Treasurer), Tom Shaw, Bronwyn West, Keith Van Rangelrooy, Arnold Vandenhurk. Cosimo Ronconi, Community Manager, Isabelle Jones, Assistant Community Manager.  
Apologies: Nil.  
Observer: Jan Corlett.

2. Confirmation of Minutes of BCC meeting held on 5<sup>th</sup> July, 2024.  
Minutes accepted as a true & correct record.  
Moved: Bronwyn West. Seconded: Tom Shaw.

3. Business arising from Minutes :

3.1 Gardening Contract Tenders – Cosimo Ronconi.  
Defer to Manager’s Report, Item 9.

4. Outward Correspondence:

4.1 Nole Beardwood, 10/7/2024 – Re: Gardening contract & link to increase in levies.  
4.2 Sharon Jack, Secretary, RAC, 15/7/2024 – Re: Appreciation at combined Budget Meetings with “new” RAC.

Endorsed: Keith Van Rangelrooy. Seconded: John Weeden.

5. Inward Correspondence:

5.1 Natalie Patterson, Chief Operating Officer, Aveo – Re: Recent media articles.  
5.2 Sandra Ferber, 22/7/2024 – Re: Gardening Contract.  
5.3 Jan Corlett, 29/7/2024 – Re: Attendance at BCC meeting, 2/8/2024.

❖ **COPY** - Bronwyn West, 24/7/2024 – Re: Trimming hedges.

❖ **COPY** - Sue & Geoff Barden, 29/7/2024 – Re: Pool Area.

Received: John Weeden. Seconded: Bronwyn West.

6. Business arising from Correspondence:

6.1 (re 5.1) Noted & filed.

6.2 (re 5.2) Sandra Ferber – Correspondence to Sandi letting her know that issues raised will be addressed in letter to all residents from Chairman of BCC – to be sent out shortly.

6.3 (re 5.3) Noted & filed.

7. Reports from Committee Members:

Bronwyn West – Gardening issues to be discussed in General Business.

Tom Shaw – Harvest System shut down at present as no rain for a few weeks.

Complaints from several residents who could not get cars out from covered car park next to Manor when crane was working on roof!

Cosi explained that he was not given any warning to inform residents!

Keith Van Rangelrooy – Queried delivery of new bar-b-que but acknowledged that Cosi had addressed this at the recent Budget Meeting.

8. Treasurer's Report : John Weeden –

No Treasurer's report this month due to Accounts Department working on end of financial year figures.

9. Community Manager's Report : Cosimo Ronconi.

• **Annual Painting Maintenance Programme**

Aveo and Higgins are currently finalising the contract. Higgins has advised that they are looking at available dates to commence the works as listed on Year 1 Schedule by the end of August. Once the dates are confirmed, we will send notifications out to all residents.

• **Repairs to water harvest system:**

As approved at a previous meeting, the new control panel of Pump #3 will be installed by the Pump House on the next service along with new sock filters on the 2 x harvest systems numbers # 2 & #3.

This was scheduled for the first week in July, however we have had issues to get the Pump House to complete all the compliance documentation required by Aveo. Isabelle has extensively liaised with management of the Pump House to support the completion of the required compliance items which are at their final stage. As soon as complete, the Pump house will attend to the village services.

- **Manor Roof:** Roof inspection was conducted on November 23 and 6 sections were identified for repairs as per report provided. Aveo Facilities Management is seeking quotes for the rectifications required. Aveo is also seeking quotes to refurbish all the Louvres windows on Manor level 1, 2 and Tower which are connected to the Fire Alarm system. This is expected to be a large project requiring scaffoldings to be erected inside the towers. Along with this project, the tower internal walls will have to be repainted taking advantage of the scaffoldings and a large ventilation grille will require replacement and system service.

• **Groundskeeping – Hedge**

After discussing the quotes received from other contractors who were called to tender for Peregian Springs, in consultation with the Village Sub-Finance Committee and Body Corporate Committee, it has been decided to grant Hedge the extension of one more year service, by accepting the option part of the original 2Y+1 contract.

Changing contractor this year would have not been financially viable, considering the negative effect that would have resulted for all Resident's levies, already subject to other cost increases beyond our control.

The current annual cost of the contract with Hedge is \$ 269K.

The other quotes received for 3 full time gardeners where spanning from \$ 347K to \$ 400K.

Consequently, a meeting was held in July between Hedge Management, Body Corporate Committee, Cosimo and Nole Beardwood. Hedge explained the reasons behind the service shortfall across the first quarter of the year and the credit that was applied to the monthly invoices in line with the shortage of labour provided.

At the meeting it was acknowledged the positive progress of the gardening maintenance works across the village especially since the new team of gardeners started a few months ago.

A new Daily checklist document was presented at the meeting. The Checklist is designed to track the progress of the Gardening schedule on a 6-weeks routine schedule. It requires to be completed daily, signed, checked and inspected at the end of every cycle by Hedge Staff, Hedge Management and the Community Manager. The Hedge Operation Manager will visit and inspect the village weekly (normally every Wednesday) and meet with the Gardeners Team, the Community Manager and any Body Corporate representative who wishes to meet. The Gardening Staff is now equipped with personal GPS devices so Hedge Management can see where the staff is located at any point in time. Gardening staff needs to sign in and out at the start and the end of each shift via the Aveo Contractors App all shifts are recorded online.

❖ **See attachments for further information.**

- **Vehicles Speeding**

As Discussed at the previous meeting, In the August Newsletter, Residents are encouraged to report speeding vehicles to Reception and Management will endeavour to contact the offenders to reiterate the 10K speed limit within the village.

- **Villa Roofs Repairs:**

As approved previously, DS Roofing has completed the annual roof repairs to the following villas: 1,2,3,4,5,6,7,8.

## 10. General Business:

### 10.1 Fountain area at entrance to Gracemere Manor – Pat Bowen.

The Chairman expressed frustration at the lack of positive action on the appearance of the area which stands at the front of Gracemere Manor.

Suggestions given by Committee members will be further discussed & reviewed, bearing in mind the cost of refurbishment! Cosis will also discuss issue with gardeners.

### 10.2 Correspondence to all residents re gardening issues - Pat Bowen.

Following comments by the Chairman & discussion amongst Committee members of issues that have been raised by residents over many months, Pat Bowen will follow up with a letter to all residents setting out Body Corporate responsibilities AND residents' responsibilities for gardens at Peregian Springs Country Club.

Date of next meeting: **Friday, 6<sup>th</sup> September, 2024** at 9.00am in Gracemere Manor.

Close of Meeting: 10.37 am

Chairman: .....

Date: .....



**6 Week Checklist 1st Aug - 12th Sept**

**DAILY Management**

- Morning Briefing, Plan, and load up equipment (6:30am - 7:00am) 30 Minutes
- Sign in into AVEO QR Code -(Liaise with AVEO Staff if not working)
- Report to Ops Manager any Staff absences
- Check Emails from Community Manager
- Submit Weekly Checklists to community manager Fridays (2:30 pm)
- Collect Garden Request dockets according to ZONE Week
- Lunch - 30 Mins

Signature \_\_\_\_\_





LANDSCAPE MAINTENANCE SCHEDULE CHECKLIST	Frequency	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6										
		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
<b>MOWING: Zones 1,2,3,4</b>		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
Ride on Mower - Front of Villas	Fortnightly																
Push Mowing - Rear of Villas	Fortnightly																
Ride On Mowing Common areas	Fortnightly																
Snipping & Blow Down	Fortnightly																
<b>HEDGING: Zones 1,2,3,4</b>		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
Hedge Trimming & Shaping	6 Weeks																
Hard Hedge Cut Backs	Yearly																
<b>GARDEN MAINTENANCE: Zones 1,2,3,4</b>		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
Weeding- Larger Weeds	6 Weeks																
Spraying	6 Weeks																
Cleaning out Gardens & Mulching (Provided by Village)	Yearly																
<b>TREES: Zones 1,2,3,4</b>		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
Tree Cut Backs - (Operations manager to liaise with Arborist)	Yearly																
Tree Shaping Larger Trees - With in 2 meter height restriction	6 Monthly																
<b>ADDITIONAL &amp; AD HOC WORKS: Zones 1,2,3,4</b>		Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4	Z1	Z2	Z3	Z4
Ad Hoc Works: Require approval form Operations Manager																	
Back Sections & Easements - Brush Cut & Sprayed	Monthly																
Cleaning of Work Shop area including lay down section	Monthly																
<b>MANAGEMENT: Zones 1,2,3,4</b>																	
Operations Manager Weekly Briefing - Community Manager	Weekly																
Operations Manager Monthly walk through with BC Rep	Monthly																
<b>HOUSEKEEPING:</b>																	
Ensuring all equipment is safe and in working order	Daily																
Vehicles are serviced and in safe working order	Weekly																
Chemicals and Fuel are stored correctly	Daily																
Safety equipment is up to date and replenished as required	Weekly																
Tip Runs' as required to prevent build up of green waste	Weekly																
Reporting Safety Incident	Daily																
<b>RAIN DAYS: See Community Manager of alternative tasks</b>																	
<b>Completed by Hedge Team Leader: Name, Sign, Date.</b>		<b>Inspected by Hedge Operations Manager: Name, Sign, Date.</b>							<b>Inspected by Community Manager: Name, Sign, Date.</b>								