

## BROOKWATER HOME OWNERS CLUB CTS 29222

MINUTES OF THE COMMITTEE MEETING FOR BROOKWATER HOME OWNERS CLUB CTS 29222 HELD AT THE SALES OFFICE, BIRCHWOOD CRESCENT, BROOKWATER QLD 4300 AT 6:30 P.M. ON MONDAY 24 FEBRUARY, 2014 AT 6:30 P.M.

### Present

Peter Napier	Chairperson (Brookwater Classic)
Francois Wethmar	Secretary (Brookwater Grange)
Paula Kopp	Treasurer (Brookwater Augusta)
Victoria Sheward	Ordinary Committee Member (Brookwater Augusta Point)
Andrew Bell	Ordinary Committee Member (Brookwater Vista)
Tony Russell	Ordinary Committee Member (Brookwater Ridge)

### Apologies

Rob McLellan	Ordinary Committee Member (Brookwater Greens)
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### In Attendance – Body Corporate Representatives

Michael Hewitt	Brookwater Fairways West
Michael Tang	Brookwater Gallery
Alan Burley	Brookwater Heights
Nick Kostellar	Springfield Land Corporation
Stuart Milford	Brookwater Panorama
Ron Hunt	Brookwater Bougainvillea Gardens
Leonie Clark	Brookwater Crest
Trevor Davidson	Brookwater Sanctuary

### In Attendance

Matthew Joosen	Prudential Body Corporate Management Pty Ltd
Karen Dyson	Prudential Body Corporate Management Pty Ltd

### Chair

The Chairperson declared the meeting open at 6:40 p.m. and advised a quorum was present.

#### 1. CONFIRMATION OF MINUTES

- Unanimously resolved that the minutes of the committee meeting held on 24 January, 2014 be confirmed as a true and accurate record.  
Moved – Tony Russell                      Seconded – Francois Wethmar

#### 2. MATTERS ARISING FROM PREVIOUS COMMITTEE MINUTES

- Nil

#### 3. BHOC SUB-COMMITTEE STRUCTURE AND RULES

- It was unanimously resolved to adopt the document entitled “Body Corporate for Brookwater Home Owners Club CTS 29222 Subcommittee Handbook” (“the Handbook”) as attached to the Notice of Committee Meeting be adopted in principle and applied to subcommittees as they are established, notwithstanding that the Handbook may require further minor amendment by a solicitor. Further that the Handbook also apply to the Brookwater Home Owners Club Principal Committee and the Subsidiaries Committees.  
Moved – Paula Kopp                      Seconded – Tony Russell
- It was unanimously resolved that Peter Napier to obtain a quote from Tim Horrell, Solicitor to finalise the wording of the document entitled “Body Corporate for Brookwater Home Owners Club CTS 29222 Subcommittee Handbook”.  
Moved – Francois Wethmar                      Seconded – Tony Russell

#### 4. SAFETY AND SECURITY

- It was unanimously resolved to ratify the Brookwater Home Owners Club Committee decision to alter the hours of the security service provided by Security Rangers. It was noted that this service will be under continual review given incidents that may arise upon the Brookwater Estate.  
Moved – Victoria Sheward                      Seconded – Paula Kopp

#### 5. CORRESPONDENCE

##### Inwards

- Email dated 30 January, 2014 from Grant and Maria Green Brookwater Heights Lot 2124 in relation to the tree stump left on his lot. The Chairperson advised that he will notify Ipswich City Council to have the tree stump removed.

- Letter dated 05 February, 2014 from Department of Natural Resources and Mines in relation to the New Valuation of the Brookwater Estate.
- Letter received 14 February, 2014 from Ipswich City Council in relation to gaining access to Easement EESP148913 in 30 Oakview Circuit Brookwater.

#### **Outwards**

- Letter dated 24 January, 2014 to Landscape Solutions in relation to the standard of maintenance at the Brookwater Estate.
- Letter dated 04 February, 2014 to the residents of the Brookwater Estate to inform them of the current Brookwater Security Update.
- Letter dated 11 February, 2014 to Bede and Linda Welsh thanking them for their services to the Brookwater Estate.
- Email dated 13 February, 2014 to Security Rangers regarding security patrols.
- Email dated 14 February, 2014 to Security Rangers requesting advice as to whether security patrols are more beneficial to the Brookwater Estate on a random rotation of various days.
- Letter dated 14 February, 2014 to Bede Welsh in relation to apparent delay in payment of invoices.
- Letters dated 14 February, 2014 to Andrew Bell, Vicki Sheward and Trevor Davidson - GAMS Subcommittee in appreciation of the time and effort spent in undertaking the multitude of functions associated with the GAMS Subcommittee.

#### **6. MATTERS ARISING FROM THE CORRESPONDENCE**

- Nil

#### **7. FINANCIAL MATTERS**

- The Financial Statements as at 21 February, 2014 distributed were unanimously adopted.  
Moved – Paula Kopp                      Seconded – Tony Russell

**NOTE:** It was agreed to initially have a budget figure of \$150,000.00 for Garden Refurbishment included in the Administrative Fund Budget for the 2015 financial year.

#### **8. ESTATE MAINTENANCE**

- Nick Kostellar Springfield Land Corporation summarised the letter sent to Landscape Solutions on 24 January, 2014 in relation to the quality, frequency and standard of the service provided to the Brookwater Estate. The BHOC Committee expressed concern with the standard of work in the areas of:
  - Garden Maintenance
  - Turf Fertiliser
  - Turf Maintenance Frequency
  - Provision of a Maintenance Diary
  - Streetscape Edging
  - Watering

Nick Kostellar and Peter Napier advised the meeting that they had met with Andrew Brenchley (State Manager) and Tony Archer (Accounts Manager), representatives of Landscape Solutions on 29 January, 2014 to discuss the above matters and review the maintenance standard documentation.

Since the meeting of 29 January, 2014 Nick advised that he meets Landscape Solutions weekly to discuss the maintenance and receives a monthly report. He has also received a copy of the list of Verge Maintenance lots completed by Landscape Solutions. The meeting noted advice from Nick that the maintenance had improved over the last couple of weeks although it did not meet the standard required by the Landscape Technical Specifications & Standards or the standard promised during the tender interview process and will not meet the expectations of owners of the Brookwater Estate.

- It was unanimously resolved that the BHOC continue to monitor the performance of Landscape Solutions and take appropriate action.  
Moved – Vicki Sheward                      Seconded – Andrew Bell

### **BHOC VACANT LOT MAINTENANCE**

- Nick Kostellar advised that he will take photos of unkept vacant lots in March and forward the photos to Prudential Body Corporate Management Pty Ltd for distribution to the relevant owners.

Further unanimously resolved that up to three (3) tenders be obtained for any items that are variations to the Landscaping Service Contract – Landscape Solutions i.e. Vacant Lot Maintenance.

### **GARDEN MAINTENANCE SUBCOMMITTEE**

- The Garden Maintenance Sub-Committee (name to be formally agreed upon at the next meeting) was formalised with the members being:

Tony Russell – Chairperson  
Nick Kostellar – Ordinary Member  
Vicki Sheward – Ordinary Member

Peter Napier, Paula Kopp, Francois Wethmar and Andrew Bell are available in an advisory capacity to the sub-committee members.

### **PARK LEASES**

- Peter Napier informed the meeting there were three additional parks requiring leases with Ipswich City Council. The Pieter Greeff Park is the only park which has a lease. The parks requiring new leases are Myrtle Crescent Park, Fairways West Park and Scenic Park. The new leases will require an amendment to include irrigation to the parks. Peter Napier has a copy of the existing lease in a pdf format and will forward a copy to Stuart Milford Brookwater Panorama who undertook to convert the document into a word document.

### **FORM LANDSCAPE ARCHITECTS**

- It was unanimously resolved to accept the fee proposal from Form Landscape Architects in the amount of \$7,800.00 (excl. GST) (\$8,580.00 incl. GST) to provide a professional landscape architectural audit of the existing landscape features clearly identifying the positive and negative aspects of the development. This report will focus on entry statements, roundabouts, verge gardens and cul-de-sac heads.

(refer pages 5–8)

Moved – Andrew Bell

Seconded – Vicki Sheward

### **SHADE SAIL**

- The Chairman informed the meeting that, regardless of undertakings, it may be some long period of time before the Ipswich City Council would install a shade sail in Scenic Park. It was agreed that BHOC obtain quotations which meet Ipswich City Council requirements then present the quotations to the Council and request a financial contribution from Council.

### **IRRIGATION SYSTEMS**

- Nick Kostellar informed the meeting that he had been using the irrigation systems for the watering of the Brookwater Estate and found it disappointing that there appeared to be no schematics detailing the location of the water control valves. Andrew Bell informed Nick that Bede Welsh (ex-caretaker) has a copy of drawings depicting the location of the water control valves; Andrew undertook to speak to Bede and forward the information onto Francois Wethmar Secretary. Nick has since passed this matter onto Landscape Solutions.

## **9. REVIEW OF CARETAKING ARRANGEMENTS**

- The meeting discussed the necessity to appoint a Caretaker and unanimously resolved to initiate measures to fill the vacant Caretaker position.

Moved – Paula Kopp

Seconded – Vicki Sheward

It was agreed the existing Caretaking Agreement, under which the previous Caretaker was engaged was a satisfactory document but it required some amendments to reflect the changed scope of work and hours necessary for the caretaking role. The Caretaking role will be open to non residents of the estate and a more appropriate title for the position considered.

## **10. DAP REPORT**

- Nick Kostellar DAP representative informed the meeting the quality of some dwellings being built within the Brookwater Estate is not up to the required standard. He advised that DAP approves plans but the constructed dwellings differ from the DAP approved plans. DAP are now requesting certified plans and constructed dwellings must comply with the certified plans. He commented that some items, probably due to a lack of funds, such as the construction of the retaining walls were undertaken by an unprofessional contractor or the lot owner, and in some cases were not being installed. This was proving unsatisfactory and the approval of certified plans should encompass all aspects of the construction will more strongly bind owners to build as per the building approval.

## 11. GENERAL BUSINESS

- Nick also advised the meeting that Landscape Solutions had been informed of the water leak in Grangewood Avenue but as of the date of the meeting had not attended to the repair; Nick undertook to follow up the matter with Landscape Solutions.
- Nick Kostellar informed the meeting that Mr Brad Tindale has been appointed as Head of the Residential Division as from Monday 3 March, 2014. It was anticipated that Mr Tindale will oversee the operations of the office including the relationship with the BHOC. Nick advised that he understood that he will continue to act as the Springfield Land Corporation representative on the BHOC.
- Andrew Bell informed the meeting that the GAMS committee members were criticised when the common property on Augusta Parkway between Grangewood Avenue and Forester Avenue was handed over to BHOC as the condition of both areas was unacceptable. The poor condition of the areas resulted in the BHOC incurring costs to bring the areas up to standard. Andrew expressed concern that the condition of the property situated on Augusta Parkway between Forester Avenue and Woogaroo Creek was not at an appropriate standard and will shortly be handed over to BHOC. Nick informed the meeting it was only approximately 50 metres that comprised common property that would be handed over and that the remaining area will not be handed over for another 18 months. He invited the BHOC to offer suggestions as to the type of vegetation and planting it would favour upon the remaining area so he could consider the suggestions and program them into his planning.
- Vicki Sheward presented a query from a resident whose fence line backed on to the 15<sup>th</sup> Fairway of the golf course. She advised he has numerous golf balls landing in his lot and in some instances he narrowly escaped being hit. Vicki was advised that this was an issue between the Golf Club and individual owners and there is a clause in the Contact of Sale indemnifying the Golf Club from any personal or property damage that the golf balls may cause.
- Alan Burley informed the meeting that there was a number of cars speeding in the estate and cutting through roundabouts. Peter Napier stated this was a police matter. Peter will arrange for ICC to enter the estate and book any cars parking on the footpaths. Nick Kostellar stated he had performed a parking audit of the estate approximately three (3) weeks ago.
- Vicki Sheward informed the meeting that the rubbish on the property at the back of Brookwater Grange had still not been removed. Nick Kostellar advised that Landscape Solutions had been informed on a number of occasions that the area needed attending. He undertook to follow the issue up with Landscape Solutions.

### Conclusion

The meeting concluded at 9:25 p.m.

Job no.140203

10 February 2014

Nick Kostellar  
Level 10, Springfield Tower,  
145 Sinnathamby Boulevard,  
Springfield Central 4300

**PROJECT: BROOKWATER DESIGN AND MAINTENANCE REVIEW**

Dear Nick,

We appreciate the opportunity to submit the following fee proposal to provide professional landscape architectural services for the above listed project. The proposal has been prepared from the brief and site visit with you and Peter Napier from the Brookwater Body Corporate. The structure of the proposal has been prepared to clearly identify the scope of works, the scope of services, fee structure, and the proposed personnel for the project.

**Scope of Works:**

The scope of works as we understand is to prepare a detailed landscape audit of the existing landscape features clearly identifying the positive and negative aspects of the development. In response to the Audit the next stage of the service will deliver a series of proposed design solutions and guidelines that can be used to guide the future construction, renovation, rectification of any landscape work within the development. While these guidelines may be appropriate for generic landscape works specific landscape drawings accompanied with standard details, specifications and Bill of quantities may be required.

The report and associated drawings will generally focus on entry statements, roundabouts, verge gardens, and cul-de-sac heads. Details will be provided to a design development level and will generally include the following:

- Soft Landscape Works including gardens, lawns and plants;
- Entry Statements and Signage;
- Fences/screens;
- Landscape Lighting;
- Irrigation.
- BOQ's and rates for works.
- Maintenance Report Review.

It should be noted that this report should be used to identify and program detailed rectification works on the site however the report is not a set of construction documents. Detailed documentation at this stage cannot be established until a clear audit has been completed. A % fee of the estimated construction cost can be provided as a guide.

**FORM**  
landscape architects  
ACN 097 234 305

**Scope of Services:**

We have allowed for the following landscape architectural services:

**1. Site Visit and existing data Analysis**

Meet with the client / Body corporate to obtain detailed brief.  
Visit the site for photographic survey and develop understanding of existing site and context conditions;  
Conduct desktop evaluation, reviewing existing site conditions, services, contours, vegetation etc.;

**2. Site Audit Report**

Review the existing landscape elements of the site establishing successful and unsuccessful examples;  
Provide a detailed photographic and written report identifying these elements;  
Identify the urgency of any rectification required for safety reasons;  
Prepare a plan that corresponds with the report that identifies the critical areas that require specific attention;  
Present report to client/body corporate

**3. Conceptual Solutions**

Prepare a landscape character design proposal for the development exploring the types of elements that will ultimately build a unified picture of the rejuvenated landscape.  
Prepare concept sketches for specific landscape features or elements of the site that require rectification or rejuvenation;  
Prepare typical diagrams and generic guidelines for rectification;  
Prepare a master planting palette for the development;  
Prepare a preliminary cost plan and establish a staging plan for discussion;  
Collate all concepts, diagrams and plans into an A3 report for client presentation.

**4. Design Development and Construction Documentation Phase**

Prepare a detailed fee proposal for design and documentation on a stage by stage basis;  
Develop the design to an appropriate level of documentation suitable for tender and construction.  
Prepare a Bill of Quantities for tendering purposes;  
Participate in project site visits with the project's contractor to generally review the progress of construction and to see if the work completed is generally consistent with the intent of Landscape Architect's documents and guidelines. The number of visits, if not identified in the fees, will be paid per site visit or on an hourly basis as requested by the Client;

Included as part of the above stated services are:

Reimbursable costs for telephone, facsimile and electronic communications;  
Attendance at team co-ordination meetings, presentation of reports and documents to the Client;

Excluded services include, but are not limited to, the following:

Presentation of reports and documents to Local Authority/ Statutory Agency if required.  
Preparation of OPW plans for Local Authority Approval;  
Preparation of "As Constructed" Plans;  
Completion of planning codes and response to local authority information request;

- Specialist Consultants who would be engaged directly by the Client, as required, such as Quantity Surveyor, Civil/Structural Engineer or Land Surveyor;
- Consultant's advice, design and documentation required in the preparation of our documentation, such as Structural Engineer's design for structural elements, Civil Engineer's design for earthworks, overland flow paths or storm water systems;
- Disbursements cost for consumable items over and above those nominated in inclusions;
- Any special insurances specific to the project over and above those policies we currently hold.

Additional services beyond Landscape Architect's basic services may be provided if confirmed in writing.

**Fees:**

The fees have been calculated on the expected time commitment of our personnel to provide the services outlined previously.

<b>Total Service Fee:</b>	<b>ex GST</b>	<b>\$7,800.00</b>
<b>This Fee is apportioned to the Service Phases as:</b>		
Site Visit and existing Data Analysis		\$1,250.00
Site Audit Report		\$2,200.00
Conceptual Solutions		\$4,350.00
Design Development for Tender	% of construction costs.	
<i>Maintenance Managemnt Plan (Optional Extra)</i>		\$3,850.00

Accounts for services rendered are issued progressively during the course of our services, normally every fourteen (14) days.

It is the express understanding that the fees agreed and invoiced are due and payable as payment for services in progress.

Any additional services requested or undertaken on your behalf during or after completion of the above services will be billed separately as will any additional disbursement expenses as incurred.

**Quality Assurance:**

Quality assurance is integrated into the office system and all projects are subject to detail checks by senior management prior to delivery. Quality assurance checks will be displayed on all documentation for Client information.

**Personnel:**

Matthew Franzmann, R.L.A., B.B.E. (L. Arch), G.D.L.A.,  
 Matthew as Managing Director and Design Director will offer the project his landscape planning and detail design experience, and will manage the preparation of presentation and contract documentation.

Paul Prendergast, B.B.E. (L. Arch.), G.D.L.A.,  
 Paul as Project Landscape Architect will manage our project team within the office throughout Schematic, Design development, Documentation and Contract Administration stages.

Kelly Meyer, Cert IV Design, B.B.E. (L.Arch), G.D.L.A,  
Kelly as Landscape Technician will assist the Project Landscape Architect in the preparation of the  
documents for the landscape drawings package.

Our proposal has been prepared on the basis of a valued association with you in the  
development of a successful project. We would welcome the opportunity to personally present  
this proposal to you at your convenience.

With your confirmation of our appointment by acceptance of this proposal, we are able to  
commence our services as soon as required.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Franzmann', followed by a long horizontal line extending to the right.

Matthew Franzmann  
Director

**Acceptance:**

We accept this proposal:

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For and on behalf of the Client:

Date: