

## 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 31 MARCH, 2014.

### Present

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

### Apologies

Nil

### In Attendance – Body Corporate Representatives

Michael Hewitt	Brookwater Fairways West
Nick Kostellar	Springfield Land Corporation
Stuart Milford	Brookwater Panorama
Ron Hunt	Brookwater Bougainvillea Gardens
Trevor Davidson	Brookwater Sanctuary

### Apology

Michael Tang	Brookwater Gallery
Leonie Clark	Brookwater Crest

### In Attendance

Matthew Joosen	Prudential Body Corporate Management Pty Ltd
Karen Dyson	Prudential Body Corporate Management Pty Ltd
Lea Patterson	Brookwater Crest
Brad Tindale	Springfield Land Corporation

### Chair

The Chairperson declared the meeting open at 6:33 p.m. and advised a quorum was present and welcomed the attendance of the non-committee members to the meeting.

#### 1. CONFIRMATION OF MINUTES

- Unanimously resolved that the minutes of the committee meeting held on 24 February, 2014 be confirmed as a true and accurate record.  
Moved – Paula Kopp                      Seconded – Vicki Sheward

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

- Nil

#### 3. SAFETY AND SECURITY

- Peter Napier informed the meeting there has been three (3) vehicles taken and one (1) burglary in Oakview Circuit since the changes to Security Rangers patrols and inspections. Peter has requested the camera footage from Alarm Innovations to ascertain the time the incidents occurred. Security Rangers will be instructed to patrol Oakview Circuit more frequently.
- Peter Napier has spoken to Senior Sergeant Geoff Noller in relation to the monitoring of the downloads of the security cameras and was informed the police are unable to provide assistance.
- Andrew Bell enquired as to whether the Brookwater Estate could be linked into Ipswich City Council's Safe City program. Peter Napier advised that the Ipswich City Council would not approve such a link as it would set an unwanted precedent and involve the Council in additional responsibility and time consuming processes.

#### 4. LANDSCAPE ARCHITECT REPORT

- The discussion of the Landscape Architect's Report was deferred to Item 11 of the Agenda.

#### 5. NEW BHOC SUB COMMITTEES AGREED TO

- SAFETY AND SECURITY
- CORRESPONDENCE AND PUBLIC RELATIONS
- LANDSCAPE PLANNING AND MAINTENANCE



## 11. BUDGETS FOR PERIOD 1<sup>ST</sup> APRIL 2014 TO 31<sup>ST</sup> MARCH 2015

### **Administrative Fund**

- The meeting discussed the proposed budget which had been prepared by the body corporate manager in consultation with the Chairman and distributed to committee members on 28.03.2014. It was noted that the budget provided for an increase of 4.4% in Administrative Fund Contributions taking the total Administrative Fund Contribution from \$358,587 to \$374,341. The meeting noted that in particular the budget provided for;
  - \* Caretaking \$40,000 (decrease of \$10,000)
  - \* Aesthetic Garden Maintenance Contract \$195,000 (decrease of \$25,000)
  - \* Gardens and Grounds Projects \$25,000 (decrease of \$64,000)
  - \* Garden Refurbishment \$150,000 (increase of \$150,000)
  - \* Security Service Patrols \$50,000 (increase of \$9,773 on last year actual)

After considerable discussion, with particular emphasis on the sums allocated to gardens and grounds and security the meeting unanimously resolved to adopt the budget and place it before the Annual General Meeting for approval.

Moved – Paula Kopp

Seconded – Rob McLellan

### **Sinking Fund**

- The meeting discussed the proposed budget which had been prepared by the body corporate manager in consultation with the Chairman and distributed to the committee members on 28.03.2014. It was noted that the budget provided for a 5% increase in Sinking Fund Contribution taking the total contribution from \$37,908 to \$39,879. It was further noted that the proposed Sinking Fund Contribution was as per the Sinking Fund Forecast dated 3<sup>rd</sup> May 2010 as prepared by Solutions IE.

Unanimously resolved that the budget be adopted and that it be placed before the Annual General Meeting for approval.

Moved – Paula Kopp

Seconded – Rob McLellan

### **Verge Maintenance**

- The meeting approved the proposed Verge Maintenance Budget and unanimously resolved that it be placed before the 4 Annual General Meeting for adoption.

Moved – Paula Kopp

Seconded – Rob McLellan

## 12. NOTICE OF ANNUAL GENERAL MEETING

- Resolved that a Notice of Annual General Meeting be prepared by the body corporate manager and circulated via a flying minute for adoption. The Notice will contain all necessary statutory motions including the adoption of the Administrative Fund, Sinking Fund and Verge Maintenance Fund as discussed above and a motion to adopt the Audited Financial Statement for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

Moved – Paula Kopp

Seconded – Rob McLellan

## 13. VACANT LOT MAINTENANCE

- Nick Kostellar advised the meeting the vacant lot maintenance list will be ready by the end of the month.

## 14. LANDSCAPE MAINTENANCE COMMITTEE

- There are three major areas the Landscape Maintenance Committee are looking into:
  - \* Landscape Architect Report
  - \* Garden Maintenance Contract – scope
  - \* Brookwater Maintenance Supervisor – position description

Nick Kostellar informed the meeting that Mike Thompson has joined the Landscape Maintenance Committee.

### **Landscape Architect Report**

Form Landscape Architects have sent Part A of their report to Nick Kostellar while Part B will be forwarded on to Nick shortly. Nick will forward both reports to the BHOC committee.

Part A is an audit of all major common property areas around the estate. The audit highlighted areas for mulching, visual appearance with plot areas rated and ranked.

Part B shows what is working and what is not working with a priority for upgrading the areas with known plants that have survived the area.

\* **Garden Maintenance Contract – Scope**

Tony Russell, Nick Kostellar, Vicki Sheward and Mike Thompson carried out an audit of the common property. They have rated the estate into three maintenance categories; High, Medium and Low. High maintenance is the parks, verge maintenance and the entry statements. Medium maintenance is the golf windows area. Low maintenance will be common property gardens. The Landscape Maintenance Committee will treat the landscape maintenance with a layered approach. The standard for the garden maintenance contract will include the Landscape Technical Specification and Standards put together by the GAMS committee with more detailed specifications added. This will include fertilizing (6 monthly), turf maintenance and garden maintenance 36 times per year.

There will be a clearly defined maintenance schedule to be followed by the maintenance contractor.

\* **Brookwater Maintenance Supervisor – Position Description**

Tony Russell, Nick Kostellar and Mike Thompson will conduct interviews (five interviews out of 29 applications received) for the position of Brookwater Maintenance Supervisor. Each candidate will be advised of the insurance requirement during the interview. Peter Napier will forward details of the insurance information he received from Marsh Insurance Brokers to Tony and Nick.

The main role of the Brookwater Maintenance Supervisor is to supervise the maintenance of the estate. It is not envisaged that this will include non compliant issues; these issues will be recorded and then passed back to the Landscape Maintenance Committee. There will be a process set in place so the supervisor does not overstep his authority. The supervisor will act as the liaison with the Gardener/Landscape Maintenance Contractor. Nick will arrange for a template for reporting purposes. The Brookwater Maintenance Supervisor will report weekly and monthly. All reporting will be electronic.

**15. DAP REPORT**

Nil

**16. GENERAL BUSINESS**

- Andrew Bell informed the meeting that he was in possession of the Irrigation Plan for the Brookwater Estate. Andrew will forward the plan to Nick Kostellar and Tony Russell from the Landscape Maintenance Committee.
- Matthew Joosen informed the meeting that a Flying Minute will be sent to the BHOC Committee to adopt the Annual General Meeting Notice for 2014 including the adoption of the Financial Statement for the year to 31<sup>st</sup> March 2014 and the Budgets for the year ending 31<sup>st</sup> March 2015. It was noted, that due to timing, the financials attached to the Flying Minute will not include an Audit Report, however one will be attached to the Notice convening the 2014 Annual General Meeting.
- Nick Kostellar will arrange a meeting with Security Rangers for Wednesday 09 April, 2014 at 6:30 p.m. for a presentation on what they can offer the Brookwater Estate for future security measures.
- Trevor Davidson enquired as to the progress on the installation of the Shade Sail in Scenic Park. Peter Napier advised that Ipswich City Council require a third quote for the purchase and installation of the shade sail and the quote must come from a local contractor.
- Lea Patterson enquired as to which hours a builder can start work on a building site at Brookwater Estate. Vicki Sheward advised Lea to view the Ipswich City Council website which has listed the allowable working hours.
- Stuart Milford asked if there were any restrictions on the hours of work permitted for the maintenance of the golf course. Stuart was informed that the meeting understood that there were no restrictions.
- Peter Napier enquired on the progress of the damaged drain on the corner of Scenery Court and Verbena Crescent. Nick Kostellar will report back to Peter with a date that the repair will be completed.
- Nick Kostellar confirmed that he requires the BHOC to supply him with an expectation and specification of the vegetation and inclusions to be provided to the area of BHOC common property situated at Woogaroo Creek and Forester Avenue; he can then include this information into his future development planning.

- Peter Napier enquired if the advertising signs placed around the estate from Day to Day Mowing had been removed from Brookwater Estate. Nick Kostellar advised they had all been removed.

**DATE, TIME AND VENUE OF THE NEXT COMMITTEE MEETING**

Monday 28 April, 2014 at 6:30 p.m. at the Sales Office, Birchwood Crescent, Brookwater.

**Conclusion**

The meeting concluded at 8:36 p.m.