
MINUTES OF BUDGET COMMITTEE MEETING OF THE BODY CORPORATE FOR VILLAS MEDITERRANEAN CTS 28571 HELD WEDNESDAY, 25th SEPTEMBER 2024 6:00PM ONSITE AT VILLAS MEDITERRANEAN – 20 FAIRWAY DRIVE, CLEAR ISLAND WATERS QLD 4226

1. MEETING ATTENDANCE & APOLOGIES

PRESENT IN PERSON

Voting Members

Allan Jordon	Chairperson
Jody Graham	Secretary
Terrence Dwyer	Treasurer
Peter Dutton	Ordinary Member
Kylie Woodhouse	Ordinary Member
Mark Lochhead	Ordinary Member (Arrived at 6:13pm)

Non-Voting Members

Damian Holmes	Body Corporate Manager – Peak BCM
Pam Jones	Caretaker

ATTENDEES

Faye Papachristos	Lot 80
Peter McGregor	Lot 105

APOLOGIES

Jeffrey Van Leeuwen	Ordinary Member
---------------------	-----------------

CHAIRPERSON

Allan Jordon chaired the meeting.

2. RECORDING OF PROXIES

Jeffrey Van Leeuwen to Allan Jordon.

3. QUORUM

The Chairperson confirmed that a quorum was represented and the meeting was declared open at 6:06pm.

4. CONFIRMATION OF MINUTES

MOTION: That the following previous minutes be confirmed as true and correct records of those proceedings:

- Committee Meeting 17th July 2024

RESOLVED that the Motion be **CARRIED**

Voting: YES: 6

NO: 0

ABSTAIN: 0

5. CARETAKER'S REPORT

MOTION: That the Committee adopt the Caretaker's report as distributed within the meeting and attached to the end of these minutes.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

a) Bird Spikes on Pool Fencing

MOTION: That this matter be designated as resolved and removed from future agendas.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

b) Driveways

MOTION: That this matter be deferred to be discussed and resolved via email communication.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

ACTION: Committee

c) Signage

The Secretary noted that this matter is still in progress.

MOTION: That this matter be deferred to be discussed and resolved via email communication.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

ACTION: Committee

7. CORRESPONDENCE

No.	Email Date	Email Sender	Email Recipient	Email Subject
1	9/07/2024	Peak BCM	All Owners	Villas Mediterranean CTS 28571 Committee Meeting Notice 2024.07.17
2	19/07/2024	Peak BCM	All Owners	Committee Meeting Minutes Villas Mediterranean CTS 28571 17th July 2024
3	19/07/2024	Caretaker	Committee	Unit 100 Renovation Application
4	22/07/2024	Peak BCM	Owners	Villas Mediterranean CTS 28571 Nominations & Submission of Motions 31 August 2024
5	23/07/2024	Peak BCM	Lot 40 Unit 40 Owner	RE: Circular RE Storm Damages Villas Mediterranean CTS 28571
6	24/07/2024	Owner Unit 48	Peak BCM	Re: FW: Circular RE Storm Damages Villas Mediterranean CTS 28571
7	26/07/2024	Peak BCM	Owner Lot 100	Villas Mediterranean CTS 28571 Lot 100 Lot Improvement Approval
8	30/07/2024	Caretaker	Committee	Garden Uplights Quotation
9	30/07/2024	Peak BCM	Owner Unit 106	Villas Mediterranean CTS 28571 Unit 106 Friendly Reminder Visitor Parking
10	30/07/2024	Peak BCM	Owner Lot 98	2024.07.30 Levy Query Lot 98 Unit 98
11	31/07/2024	Grace Lawyers	Peak BCM	2024.07.31 Payment Plan Proposal Lot 98
12	1/08/2024	Peak BCM	Unit 106 Owner	Unit 106 Communication

13	7/08/2024	Owner Unit 44	Peak BCM	44/20 Fairway Drive Clear Island Waters
14	8/08/2024	Peak BCM	Owner Lot 78	RE: Restricted drain at the front of Villa 78
15	18/08/2024	Caretaker	Committee	Water Feature Pump RCD Switch
16	23/08/2024	Caretaker	Committee	Estimate for Villas Mediterranean Pond Pump
17	26/08/2024	Caretaker	Committee	Chipped Spa Tiles
18	26/08/2024	Owner Unit 29	Peak BCM	Lot Renovation - Villa 29
19	27/08/2024	Peak BCM	Owner Unit 79	RE: Subject: Follow-Up on Pending Drain Inspection - Urgent Action Required
20	27/08/2024	Lot 1 Solicitors	Peak BCM	Deed of Variation Motion Submission
21	28/08/2024	Peak BCM	Committee Members	Villas Mediterranean CTS 28571 Unit 47 Pet Application
22	28/08/2024	Treasurer	Peak BCM	Re: Villas Mediterranean CTS 28571 Unit 47 Pet Application
23	28/08/2024	OCM Dutton	Peak BCM	Re: Villas Mediterranean CTS 28571 Unit 47 Pet Application
24	28/08/2024	Secretary	Peak BCM	Re: Villas Mediterranean CTS 28571 Unit 47 Pet Application
25	28/08/2024	OCM Woodhouse	Peak BCM	Re: Villas Mediterranean CTS 28571 Unit 47 Pet Application
26	29/08/2024	Peak BCM	Committee	Insurance renewal EXP 2024.09.30
27	2/09/2024	Owner Lot 78 Unit 78	Peak BCM	Re: Subject: Follow-Up on Pending Drain Inspection - Urgent Action Required
28	3/09/2024	Peak BCM	Owner U55	2024.09.03 U54/55 Villas Mediterranean
29	4/09/2024	Caretaker	Committee	Mermaid Tiling Quote
30	11/09/2024	Peak BCM	Sheppard Accountants	2024.09.11 Audit FY Ending 2024
31	12/09/2024	Peak BCM	Owner Lot 37	2024.09.12 Levy Query Lot 37 Unit 37
32	13/09/2024	Peak BCM	Committee Members	Villas Mediterranean CTS 28571 Lot 14 Unit 14 Discount Reinstatement Application
33	13/09/2024	Peak BCM	All Owners	Villas Mediterranean CTS 28571 Notice of Budget Committee Meeting 25/09/2024

MOTION: That the Committee acknowledge the Correspondence listing and adopt all items of incoming and outgoing correspondence as tabled.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

a) Applications

- i. Lot 47 Pet Application (Approved)
- ii. Lot 100 Lot Improvement Application (Approved)
- iii. Lot 102 Backyard Fence Painting Application (Approved)

MOTION: That the Committee resolves to ratify the approval of the above applications considered via email communication subject to ongoing compliance with the registered by-laws and the applicant obtaining all regulatory approvals where applicable in advance.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

iv. Lot 14 Lost Discount & Waiver of Penalties Application

MOTION: That the Committee resolves to decline the Lost Discount & Waiver of Penalties Application.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

v. Lot 99 Pet Application

MOTION: That the Committee resolves to approve the Lot 99 Pet Application subject to ongoing compliance with the registered by-laws and the applicant obtaining all regulatory approvals where applicable in advance.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

vi. Lot 90 Driveway Shade Structure Application

MOTION: That the Committee resolves to decline the Lot 90 Driveway Shade Structure Application

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

vii. Lot 106 Solar Hot Water Application

The Committee is awaiting the receipt of further information for this application from the owner to allow consideration.

b) Quotations

- i. Dom's Outdoor Services Quotation - \$8,154.16 (Approved)
- ii. Mermaid Tiling Quotation - \$793.00 (Approved)
- iii. Short Circuit Electrics Quotation - \$1,969.25 (Approved)

MOTION: That the Committee resolves to ratify the approval of the above quotations considered via email communication.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

8. FINANCE

a) Statement of accounts

The Financial Statements for the Body Corporate were tabled and reported the below balances as at 31st August 2024:

Assets	\$1,198,221.01
Liabilities	\$ 371,807.78
Net Assets	\$ 826,413.23
Administrative Fund	\$ 51,072.73
Sinking Fund	\$775,340.50
	\$826,413.23

MOTION: That the financial accounts as tabled be accepted.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

b) Body Corporate Arrears

Strata Manager confirmed a total of \$29,825.57 was currently outstanding in contributions for the Body Corporate.

Step	Approximate Timeline Following Expiry Of Due Date	Notice	Cost Including GST
1	Within 14 days after the due date	Reminder Notice - on contributions unpaid Over \$10.00	\$22.00
2	Minimum 14 days past due date	Reminder Notice - on contributions unpaid Over \$10.00	\$38.50
3	Minimum 28 days past due date	Overdue Notice - on contributions unpaid Over \$250.00	\$49.50
4	Minimum 42 days past due date	Final Reminder Notice – on contributions unpaid over \$250.00	\$60.50
5	Minimum 56 days past due date	Final Reminder Notice follow up on contributions unpaid over \$250.00	\$77.00

MOTION: That the Body Corporate for Villas Mediterranean CTS 28571 adopt the above detailed procedure for the recovery of outstanding Body Corporate contributions against any Owner or Owners who fail to pay to the Body Corporate by the due date any levy contributions, including recovery costs and accrued penalty interest incurred owed to Body Corporate for Villas Mediterranean CTS 28571.

Please note that the above outstanding contributions listed are as of the date of this meeting. If any payments were made on or after this date it will not be reflected in these minutes. The committee still acknowledges prior agreement to assist owners struggling, upon written application to committee to have the early discount reinstated on ledger.

RESOLVED that the Motion be **CARRIED** **Voting:** YES: 7 NO: 0 ABSTAIN: 0

c) Investment Accounts

The Strata Manager outlined the current term deposits of the Body Corporate:

- MBL totalling \$104,667.46 due to mature 2nd December 2024
- MBL totalling \$189,475.23 due to mature 9th December 2024
- BOQ totalling \$433,204.99 due to mature 12th December 2024

The Strata Manager will contact the Executive Committee closer to the maturity dates to seek instructions.

d) Draft Administrative Fund Budget

In advance of the meeting, the Strata Manager, Committee & Caretaker have been in the process of examining the Body Corporate financials to draft a proposed Administrative Fund Budget for the 2024-25 financial year.

The current version of the budget was discussed during the meeting and it was noted that it is not yet ready to be adopted for inclusion in the forthcoming AGM.

MOTION: That the Body Corporate Committee resolves to finalise the 2024-25 proposed Administrative Fund Budget via email/informal meeting and then task the Strata Manager with preparing a Vote Outside Committee Meeting to confirm and adopt for inclusion in the AGM.

RESOLVED that the Motion be **CARRIED** **Voting:** YES: 7 NO: 0 ABSTAIN: 0

ACTION: Committee & Strata Manager

e) Draft Sinking Fund Budget

In advance of the meeting, the Strata Manager, Committee & Caretaker have been in the process of examining the Body Corporate financials to draft a proposed Sinking Fund Budget for the 2024-25 financial year.

The current version of the budget was discussed during the meeting and it was noted that it is not yet ready to be adopted for inclusion in the forthcoming AGM.

MOTION: That the Body Corporate Committee resolves to finalise the 2024-25 proposed Sinking Fund Budget via email/informal meeting and then task the Strata Manager with preparing a Vote Outside Committee Meeting to confirm and adopt for inclusion in the AGM.

RESOLVED that the Motion be **CARRIED** **Voting:** YES: 7 NO: 0 ABSTAIN: 0

ACTION: Committee & Strata Manager

9. DEBT RECOVERY

Strata Manager noted that Lot 14 is over 120 days in arrears (more than 2 levy periods).

MOTION: That the Body Corporate Committee resolves to task the Strata Manager with contacting the Lot 14 owner to arrange a suitable payment plan for their outstanding debt.

RESOLVED that the Motion be **CARRIED** **Voting:** YES: 7 NO: 0 ABSTAIN: 0

ACTION: Strata Manager

10. GENERAL BUSINESS

a) Compliance Reporting

- i. Workplace Health & Safety – 21st June 2023
- ii. Sinking Fund Forecast – 21st June 2021
- iii. Insurance Replacement Valuation – 7th June 2024
- iv. Pool Safety Certificate – 12th April 2025

The Strata Manager advised that all compliance documents are up to date and no action is currently required.

b) Pool Area Fob Access

The Committee discussed recent incidents of persons appearing to enter the complex in vehicles to use the pool area unaccompanied by any owners.

MOTION: That the Body Corporate Committee tasks the Caretaker with contacting the security contractor to source a quotation to install the existing fob system on the pool area entrances.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

ACTION: Caretaker

c) Garden Upgrade

The Chairperson provided a summary of the schedule of works to be completed for the complex garden upgrade. The issue of several tree planter boxes at the front of properties being significantly deteriorated was discussed and whether the boxes should be replaced or removed. The Committee confirmed that further consideration was required on the matter as the garden upgrade progresses.

d) Dry Creek Bed

The Chairperson noted that the dry creek bed is experiencing some issues of debris from surrounding large trees and require further routine maintenance to reduce the volume of debris they are shedding.

MOTION: That the Body Corporate Committee tasks the Caretaker with sourcing quotations for more regular maintenance to be performed to the large trees surrounding the dry creek bed.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

ACTION: Caretaker

11. ANNUAL GENERAL MEETING

a) Date of Annual General Meeting

MOTION: That the Committee confirm the Annual General Meeting to be scheduled for Saturday, 16th November 2024, 9:00am onsite at Villas Mediterranean Pool Area – 20 Fairway Drive, Clear Island Waters QLD 4226.

RESOLVED that the Motion be **CARRIED**

Voting: YES: 7

NO: 0

ABSTAIN: 0

ACTION: Strata Manager

Nominations

Chairperson	Allan Jordon	Lot 23
	Geoffrey Bell	Lot 28
Secretary	Jody Graham	Lot 64
Treasurer	Terrence Dwyer	Lot 114
Ordinary	Mark Lochhead	Lot 6
	Allan Jordon	Lot 23
	Geoffrey Bell	Lot 28
	Kylie Woodhouse	Lot 66
	Jeffrey Van Leeuwen	Lot 69
	Peter Dutton	Lot 96

12. CLOSURE

That there being no further business the Chairperson declared the meeting closed at 7:26pm.

SECRETARY

Jody Graham

Villas Mediterranean CTS 28571

C/- Peak Body Corporate Management

PO Box 9215

GCMC QLD 9726

Villas Mediterranean

20 Fairway Drive, CLEAR ISLAND WATERS, Q 4226

Ph: 07 5554 6144 Mb: 0412 453 541 Email: info@villasmed.com.au

MANAGERS' REPORT – 25th September 2024

Tree trimming second stage

All About Tree Service returned to carry out the second stage of tree trimming. Both the dry creek bed and water feature bed have been addressed with the reduction of heavy overgrowth and removal of selected trees that have become too large for the areas both with proximity to properties and causing damage to fences.

This reduction allows for ease of access to areas and better light.

Further reduction in the future will be necessary to address the canopy of selected trees.

Garden Edging

Replacement of deteriorated garden edging has commenced with the installation of treated Koppers logs to level ground areas and sleepers to areas that are uneven and sloping with more rainwater run off to contend with. Once completed a decision can be made regarding replenishing of garden vegetation to various areas around the complex.

Pergola removal

This work is progressing well with another seven recently being removed from above windows that have leaked causing water ingress damage to the property. Rendering has been carried out to seal the areas with painting to be completed.

Pathway replacement

The replacement of pathways between Villas is nearing completion. The laying of pavers has seen a huge improvement both visually and ease of access for occupiers.

Lions Head Medallions

We have received the lions' head medallions to replace the existing deteriorated features at the rear pool.

Installation is the next challenge with the staging of a sound working platform to be installed to conduct the necessary repairs and placement of the heads.

Recent closure of Spa facility

Unfortunately, due to a chipped tiles in the spa it was necessary to drain once again and carry out tile replacement. This is somewhat frustrating as work was carried out in May this year and all work was completed and spa was in excellent condition. It is a mystery how more tiles became cracked again.

Villas Mediterranean

20 Fairway Drive, CLEAR ISLAND WATERS, Q 4226

Ph: 07 5554 6144 Mb: 0412 453 541 Email: info@villasmed.com.au

MANAGERS' REPORT – 25th September 2024

Fire Systems Australia

FSA have carried out the 6 monthly maintenance / service to emergency lights and fire extinguishers. All equipment has passed with the only defect being noted is a new cabinet required for extinguisher in the pool area.

Pet Application

Villa 99 – Bird - Indian Ringneck & a St Bernard dog – Visiting from time to time

Peter & Pam Jones
Resident Managers