

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

MINUTES OF COMMITTEE MEETING FRIDAY 13TH JULY 2018 AT 9AM IN GRACEMERE MANOR

Meeting opened at 8.59am

The Chair welcomed Mark Eagleston to the meeting. The Chair reminded the Committee that this was the last meeting of this group and the final meeting of Ray Larke, as the AGM would be held the following week. The Chair stated that he greatly appreciated the time and effort put in by all RAC members.

1. Attendance and Apologies:

George West, Chair: Jan Corlett, Secretary: Desolie Gleeson, Treasurer
Ray Larke, Sue Day, Wayne Collard, Committee members.

Nole Beardwood, CM

Apologies: Ailyn Lewis, CAM

2. Confirmation of the Minutes of the previous meeting:

Moved: Sue Day, Seconded: Ray Larke

3. Business arising from the previous meeting:

3.1 Update on QGM/AGM Meetings: Jan Corlett

3.2 Update on Change of Bar Licensee: George West

3.3 Update on Full Village Evacuation Procedure: CM

3.4 Update on Cleaning Ground Floor of Manor:CM/CAM

3.5 Update on Replacing the Flag: George West

Item 3.1 Pat Bowen has agreed to be the Returning Officer, with Bronwyn West, Ron Heather and Judy Wrigley to be scrutineers. John Weedon, if available, agreed to manage the apologies and proxies, and all other RAC members to assist with signing in procedures.

The Chair reminded the RAC that 35% of residents needed to be present at the AGM for the meeting to achieve the quorum required for the vote. He would allow 5 minutes after the end of the QGM for any residents who had not yet voted to do so. A separate table would be available for the Ballot Box and voting process.

Item 3.2 The Chair reported that he had completed the RAMP himself and was awaiting confirmation from the regulator that the change would be implemented.

Item 3.3 the CM reported that there was not a requirement to do a full village evacuation.

Item 3.4 The cleaners had been allocated additional days to clean all the areas in question. The outside tables would also be cleaned on a daily basis. The CM was awaiting a quote for cleaning the external windows.

Item 3.5 The CM had ordered the flag which would be arriving shortly.

Ray Larke enquired about the quote to concrete the area where the gardeners park. The CM to investigate.

4. The Community Manager's Report: Nole Beardwood

• ***Update on Full Fire Evacuation Procedure***

- VM has confirmed under the Act there is no requirement to conduct a full evacuation of all residents (Section 44 / Building Fire Safety Regulation 2008).

• ***Snooker Lighting & request for cabinet to be installed***

- Request received from resident Gerhard Silwa (115) on behalf of Snooker Club in regards to additional cabinet for snooker room to host trophies and cues etc., current cabinet is being shared with bar and not fit for purpose anymore. VM obtaining quotes, one has been received for Bain Kitchens & Cabinet Makers @ \$3,790 + GST. VM sourcing second quote and will seek approval once determined.

• ***Lobby – minor presentation improvements***

- VM and admin team have made some minor improvements to lobby reception area, including stand for newspapers and relocation / modernisation of furniture placement – VM and team will monitor and look for further enhancements.

• ***Manor Cleaning Update***

- VM can advise that Manor detailing works have been completed (window tracks / internal windows / skirting boards etc.) except for Private Dining room, which will be completed next week – in addition, skirting boards on levels 1 & 2 in Manor have been detailed as well. VM has instigated a daily table wipe down procedure.

• ***Pressure washing pavement – proposal***

- VM is meeting with Miles (Programmed) with aim to provide labour for two days (no cost) to concentrate on pressure washing pavement areas around pool / manor etc as need is high to complete this works. Looking to hire rotary cleaner to expedite the process from Kennards – est cost @ under \$300 for two days hire. VM to update.

Manor High Cleaning / Vents & Lighting

- Have receive a maintenance request from resident (B Langmaid SA 212) in regards to maintenance cleaning of high vent in atrium in Manor and lights (chandeliers) in Manor. Upon inspection – agree with request, vent is in particularly poor condition – VM will obtain quotation from outsourced cleaning company as work is beyond staff's ability due to height / OHS risks.

Socials

- **VM Welcome Drinks** – Drinks held on 1st June to welcome myself as VM, well attended by residents and good to meet as many residents as possible on the day.
- **Lawn Bowls** – tournament against Noosa Domain held last month – very successful with healthy attendance numbers from both villages. PSCC came home as winners.
- **Morning Teas & Lunches** – VM in consultation with Ann (Chef) have commenced morning tea and lunch specials to entice ILU residents to the manor to enjoy either a coffee and cake option for \$5 (Wednesdays at this stage) or lunch on Fridays for \$10. Whilst slow to commence, it is encouraging to see a booking of six for this Friday for lunch. VM to update committee next meeting.
- **Garden Day** – Nambour Show Grounds (Friday 13th July) – Bus being run to take residents to Garden Show on this Friday, not a huge participation – four residents consequently this has been cancelled.

5. Community Assistant Manager's Report

On behalf of the CAM the CM reported that there had been 108 maintenance requests in June, the vast majority being from Lot 3. The problem was the result of the villas being empty for so long as well as bad building practices by Midsons, the construction company. Information on using the appliances would be put into a compendium for each new Villa.

George West asked the CM about carer availability after hours as there had been a couple of instances when, although not an emergency, help was required to assist a resident and the carer was busy elsewhere. The Aveo telephone number being diverted to the carer's mobile, it was impossible to contact the carer. The VM to investigate possible solutions.

John Davies asked when the budget would be available. The CM responded that the June actuals had been received at 8pm the previous evening and a Finance Sub-committee meeting would be scheduled for the following week.

02.06.18		Coles		-\$50.55						
02.06.18		Dan Murphys		-						
02.06.18		Dan Murphys		\$273.85						
02.06.18		Dan Murphys		-						
02.06.18		Dan Murphys		\$433.85						
05.06.18		Dan Murphys		-\$37.95						
07.06.18	366	Imprest Account	\$796.20	\$796.20			\$796.20			
04.06.18	365	Noel Giles	\$272.25					\$272.25		
11.06.18	367	G West Gift Cards Admin.	\$300.00			\$300.00				
11.06.18		Dan Murphys		-						
11.06.18		Dan Murphys		\$213.45						
11.06.18		Coles		-\$28.00						
18.06.18		Dan Murphys		-						
18.06.18		Dan Murphys		\$488.49						
18.06.18		Dan Murphys		\$172.90						
19.06.18	368	Imprest Account	\$902.84	\$902.84			\$902.84			
20.06.18		Coles		-\$58.35						
25.16.18		Dan Murphys		-						
25.16.18		Dan Murphys		\$365.59						
27.06.1/8		Imprest Account	\$423.94	\$423.94			\$423.94			
27.06.18	369	Cash Chq Libr/PCash /Soc	\$305.15		\$19.00				\$116.75	\$169.40
		Total Payments June	\$3,000.38	\$2,090.28	\$19.00	\$300.00	\$2,122.98	\$272.25	\$116.75	\$169.40
		Cash Book Bal. F/Ward	\$13,294.34							
		Plus Receipts June	\$4,624.15			Bank Balance	\$14,918.11			
			\$17,918.49			PlusO/s Deposit				
		Less	\$3,000.3							

9.2 Bar Sub-Committee Report: Bar Manager, Noel Giles

This month has been a steady month with numbers slightly down possibly due to the advent of colder weather, and darkness encroaching earlier.

There has been an upgrade on wine and spirit glasses to cater for diminishing stocks due to breakages and general loss and predicted numbers increase as Lot 3 fills up.

The main function for June was the Introduction of our new Village Manager, Nole, on Friday 1st which was attended by a good crowd. Possibly the free drinks and nibbles lured our residents out.

A clean up and re-arrangement of old and dusty memorabilia has been completed.

On Saturday June 23rd a quarterly meeting of Bar Volunteers was held with the major focus on the next three months Bar Roster. Unanimous agreement was reached with the load shared equally among the Volunteers for the quarter.

Wayne Collard noted that residents were returning their empties and clearing their rubbish which was appreciated by the Bar staff.

Acceptance of the reports.

Proposed: Jan Corlett, Seconded: Sue Day. Passed unanimously

10. Other Reports

None

11. General Business

11.1 Shade Sail: George West

After discussion it was unanimously agreed that the proposed sail was unsuitable for the area, and it would be up to the new Committee to investigate suitable shading.

George West thanked the Committee for their hard work and efforts over the previous ten months and looked forward to working with the new Committee from next month. He noted that he was extremely proud and pleased that this RAC had demonstrated to the residents that they were always prepared to make those decisions, easy and hard, that were necessary for the best outcome for all residents.

There being no further business the Chair closed the meeting at 10.20am.

Date of next meeting: Friday August 10th at 9am in the Manor.

Signed:

Date

Chair of RAC