

# PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

## MINUTES OF COMMITTEE MEETING FRIDAY 10<sup>th</sup> AUGUST AT 9AM IN GRACEMERE MANOR

Meeting opened at 8.59am

The Chair welcomed Denise Hattenfels to her first full RAC meeting.

1. Attendance and Apologies:

George West, Chair: Jan Corlett, Secretary: Sue Day, Treasurer  
Denise Hattenfels, Desolie Gleeson, Wayne Collard, John Davies, Committee  
members.

Nole Beardwood, CM

Apologies: Ailyn Lewis, CAM

2. Confirmation of the Minutes of the previous meeting:

Moved: John Davies, Seconded: Sue Day

3. Business arising from the previous meeting:

3.1 Update on Change of Bar Licensee: George West

3.2 Update on Snooker Cabinet: CM

3.3 Update on Pressure Washing: CM

3.4 Update on Atrium Cleaning: CM

3.5 Update on Contacting Carers After Hours: CM

3.6 Update on Fiscal 2019 Budgets: CM

Item 3.1 The Chair reported the ongoing saga of change of the Bar Licensee which now required him to have an RSA certification which he will do over the next few days. Meanwhile Ron Heather will remain as the official Bar Licensee for the Village Bar.

Item 3.2 The CM reported that he was awaiting another quote for the cabinet. He reported that an additional bank of lights had been installed over the pockets.

Item 3.3 The CM reported that PPS had pressure washed around the Manor and the swimming pool which vastly improved the area.

Item 3.4 The CM was awaiting a quote for cleaning the internal/external windows and the lights etc.

Item 3.5 The CM was waiting for costings for a separate phone line which would be directly linked to the carers' phones from a phone placed on the office counter.

Item 3.6 The CM was hopeful that the figures would be sent through imminently as he was not prepared to guesstimate the Budget. The Chair voiced the concern

that the delay would have a negative impact on the levies of residents and that the longer this takes the greater the catch-up payment.

#### 4. The Community Manager's Report: Nole Beardwood

- ***Snooker Lighting & request for cabinet to be installed***
    - Resident request Snooker Cabinet (on behalf of Gerhard Sliwa - 115) first quote @ \$3,790 + GST from Bain Kitchens and Shop Fittings. Awaiting second Quote from Cabinet Craft TBA.
    - Additional bank of lights installed due to shading at end of billiard table at cost of \$292.50 – VM seeking approval from capital replacement fund for works
  - ***Manor Cleaning Update***
    - VM awaiting quote to be presented Manor Ground Floor window detail (inside and out)
    - VM working on providing quote for High Windows (Manor) & Lighting + vents – all accessible only by ticketed and correctly equipped cleaning contractors. (VM has received several maintenance request forms from Manor residents to address these issues). Sodexo Approved contractor – Complex Cleaning – 1300 010 124 contacted and on site 09<sup>th</sup> August – awaiting quotation to be forwarded.
  - ***Pressure washing pavement***
    - VM has arranged for paths surrounding Manor + full clean of Pool area to be completed, area is much improved (image below depicts how mouldy it was). Programmed provided labour as part of contractual agreement only cost was hire equipment @ \$189 + GST for full day pressure washer + Roto washer higher.
  - ***Retirement Living Council “Eight Point Plan”***
    - VM has issued resident committee feedback form and would appreciate committee members time and efforts in submitting form when possible. Any Q's? The chair commented that it was pleasing to see this industry “Code of Conduct” which is basically a set of guidelines on how to deal with prospective residents and was also a detailed dispute process. The chair noted that the code called for a village dispute process document to be in place. The VM said that there was such a document in place for
- **Maintenance Requests – John**
    - 115 lodged
    - 92 completed
    - 80% completion rate

Peregian Springs. The chair asked for a copy to be provided. The VM agreed.

- **Programmed Contract – 18/19 FY Update**
- **Pool Heating**
  - Solar Heating Pump has failed; VM has granted approval for Billabong to rectify @ \$450 + GST. In addition, several residents in regards to issues or inadequacies of solar heating and its affect have approached VM on year round ability to utilise pool. VM has spoken with Billabong who has advised Solar is affective for one month either side of winter only – will need to go to electric or gas as solution to 12-month capability. VM is meeting with Chris owner of Billabong Pool Supplies and will obtain a quote for RAC reference.
- **Outdoor Furniture – Bowling Patio**
  - As per previous RAC meeting, VM has inspected current furniture on tiled area adjacent the Bowling Green and agrees that furniture is substandard to say the least. VM sourcing a quote for furniture same as Outdoor Bar area and will present next RAC meeting for discussion.

#### Socials

- **Christmas in July (and slightly August) –** VM advised that Christmas in July (and slightly August) was held last month, SA's on Tuesday 24<sup>th</sup> as a surprise (attended to by 51 residents and family) and ILU's last Friday 3<sup>rd</sup> August (attended by 38 ILU residents). Numbers smaller this year, as was an Aveo event, not in conjunction with residents social committee. Feedback on both days received has been fantastic with all attendees have a great day, quality and presentation of food high.
- **Ginger Factory Day –** Bus being used to run residents to Ginger Factory last month, attendance was positive and all enjoyed outing. Thanks to Judy Wrigley for her assistance with hosting the event on the day.
- **Queensland Police Talks –** Queensland Police have consulted VM – Volunteer division in regards to hosting a monthly Talk to all residents in regards to safety and QPS matters that may benefit residents. The first session was held on Monday 30<sup>th</sup> July (Identity Theft) with the next planned session on Home Security to be presented in the manor on Monday 3<sup>rd</sup> September. There are six planned sessions to be held @ one per month.

The CM left the meeting at 9.55am.

#### 5. Community Assistant Manager's Report (Apologies)

6. Outward Correspondence:

6.1 George West, 3/8/18, re Fashion Parade

Moved acceptance: John Davies, Seconded: Sue Day

7. Inward Correspondence:

7.1 Karen Wright, 1/8/18: re Fashion Parade

Item 7.1 Noted and filed.

8. Treasurer's Report: Sue Day

Report for July 2018

Sue Day noted that she would be away from 26<sup>th</sup> August to 17<sup>th</sup> September, so during this time Desolie Gleeson kindly agreed to manage the banking and deposits whilst she was away.

The Treasurer was very pleased to note that a donation of \$450.00 had been received from Portofino for the Fashion Parade. She also congratulated the Bar Manager, Noel Giles, for his accounting and absolute stock take figures.

Residents Association Report for July 2018											
Date	Cheque No	Detail	Main Account	Imprest Account	Bar Takings	Social Committee	Sundry	Bar Supplies	Bar Expenses	Library	Petty Cash
		Balance carried forward	\$15,561.81	\$2,090.28							
DEPOSITS											
11.07.18		Bar Takings	\$1,008.50								
18.07.18		Bar Takings	\$1,494.30								
24.07.18		Bar Takings	\$856.10								
31.07.18		Bar Takings	\$739.20								
31.07.18		Cheque for Knitting Group	\$200.00				\$200.00				
\$200 cheque for knitting group to be paid out to them later in the year, we just hold that money in our account until required											
		Total receipts July	\$4,298.10		\$0.00	\$0.00	\$200.00	\$0.00	\$0.00		
PAYMENTS											
02.07.18		Police check G West									\$39.00
02.07.18		Dan Murphys		-\$408.25							
02.07.18		Coles		-\$66.39							
05.07.18		Dan Murphys		-\$76.94							
08.07.18		Dan Murphys		-\$169.75							
08.07.18	372	Imprest A/C	\$721.33	\$721.33				\$721.33			
10.07.18		Dan Murphys		-\$268.35							
10.07.18	371	Annual liquor licence fee	\$694.60						\$694.60		
11.07.18		Coles		-\$19.40							
11.07.18		Coles		-\$28.00							
11.07.18		Dan Murphys		-\$67.20							
11.07.18	373	Imprest A/C	\$363.55	\$363.55				\$363.55			
12.07.18		Dan Murphys		-\$229.74							
13.07.18		RSA K Jewell									\$20.00
16.07.18		Dan Murphys		-\$136.85							
18.07.18	374	Imprest A/C	\$385.99	\$385.99				\$385.99			
19.07.18		Dan Murphys		-\$473.35							
19.07.18		Coles		-\$72.30							
21.07.18		Dan Murphys		-\$196.65							
20.07.18		RSA A Curtis									\$39.00
20.07.18		Kitchen req D Giles									\$17.90
23.07.18	375	Imprest A/C	\$742.30	\$742.30				\$742.30			
27.07.18		Dan Murphys		-\$207.05							
31.07.18	376	Imprest A/C	\$207.05	\$207.05				\$207.05			
		Petty Cash in hand									\$84.10
		Total Payments July	\$3,114.82	\$2,090.28			\$0.00	\$2,420.22	\$694.60		\$200.00
Cash Book Bal. F/Ward			\$15,561.81								
Plus Receipts July			\$4,298.10		Bank Balance 31.07.18		\$16,012.94				
			\$19,859.91		Plus O/S Deposit 31/07/18		\$939.20				
Less Expenditure July			-\$3,114.82								
Cash Balance at end July			\$16,745.09		Less O/S Chqs no 376 -31/07/18		-\$207.05				
Cash available end of July							\$16,745.09				
Bar report at end of July											
Bar Takings				\$4,098.10	ASSETS						
Opening Stock			\$1,436.66		Knit Group		-\$200.00				
Plus Purchases			\$2,420.22		Bank		\$16,745.09				
Less Closing Stock			-\$1,425.80		Imprest AC		\$2,090.28				
Cost of Sales			\$2,431.08	-\$2,431.08	SC Float		\$200.00				
					Bar Float		\$250.00				
					Petty Cash		\$84.10				
					Bar Stock		\$1,425.80				
Gross Profit & Percentage			41%	\$1,667.02	Total		\$20,595.27				

Moved to accept Treasurer's Report

Moved: Sue Day, Seconded: Denise Hattenfels

## 9. Sub-committee Reports

### 9.1 Social Sub-Committee Report: Co-ordinator Diane Giles

The Social Sub-committee comprises of Diane Giles, Co-ordinator, with Committee members - Denise Hattenfels, Bronwyn West, Pauline and Tom Shaw, and Kerry Jewell.

Diane submitted a request for funds for three events in the Social Calendar, other events planned would be self-funding.

19<sup>th</sup> October 2018 - \$250.00 for nibbles for Happy Hour, including pies, pasties etc.

6<sup>th</sup> November 2018 Melbourne Cup - \$150.00

8<sup>th</sup> December 2018 Christmas at the Manor – Up to \$2000.00.

The function would combine with an extended Happy Hour from 4pm to 7pm with finger food from the kitchen being served. Drinks to be purchased at the Bar. Unfortunately, the growth in the number of residents precludes a sit- down meal for everyone. A raffle is also being planned which will be drawn on the night.

Moved to accept the proposed expenditure up to \$2,400.00 Jan Corlett, Seconded John Davies. Passed unanimously.

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

In the absence of the Bar Manager there was not a report.

## 10. Other Reports

### Manor Report – John Davies

A few matters have been raised with the Village Manager and will be covered in part by Nole in his report.

1. Updating warden list.
2. Cleaning of fan blades.
3. Cleaning/maintaining air conditioners, specials in the past made available to SA's on a bulk deal to reduce costs.
4. Pest inspections and control, specials in the past made available to SA's on a bulk deal to reduce costs.
5. An Aveo accounts department hiccup which led to the delayed automatic debiting of monthly levies not occurring.
6. The apparent, but, as yet undefined, very significant increase in catering costs.
7. The concern by SA's that they are yet to be consulted or have any input to the formulation of the 18/19 budget.

It was agreed that as the majority of the issues raised were covered by the VM and that John Davies had already raised these issues with the VM prior to the meeting that it was no longer necessary to present a monthly report.

There ensued a discussion of the role of the Finance Sub-committee with George West explain that it was an advisory body only and met at the behest of the Community Manager for the sole purpose of helping with the formulation of the annual budgets.

## 11. General Business

### 11.1 Paper Cups for Coffee for ILU Residents: George West/CM

The CM had explained that if paying for coffee then of course use a china cup or mug. However some ILU residents do not pay for their coffee and the on costs, (ie washing up, the replenishing of cups/mugs etc), are not recovered but are at the expense of the SA budget, consequently those residents who do not pay for their coffee receive a paper cup.

### 11.2 Review of the Previous AGM: George West

As there had been confusion regarding the postal vote at the AGM the Chair proposed that in future if there was a Ballot then the cut off date for the postal votes would be the day prior to the meeting. The scrutineers will then ensure that postal vote residents are marked on the registry and those residents who submitted a postal vote then attended the meeting will be advised that they could only do so as an observer.

### 11.3 Alternative to Cheques: Sue Day

Sue Day would investigate the issue and bring a proposal to the next meeting.

### 11.4 Shading of the Patio Area: All RAC

It was agreed unanimously that this would be the major project for the year. A Working Group comprising George West, John Davies and Denise Hattenfels would research alternatives and present their proposals to the RAC. The time frame would be to present proposals by the end of the year.

### 11.5 RAC Letter Box: Jan Corlett

It was agreed that in future only RAC and Social Club correspondence would be posted in this letterbox.

There being no further business the Chair closed the meeting at 10.56am

Date of next meeting: As the Treasurer would be away until the 19<sup>th</sup> September the next meeting would be on Friday September 21<sup>st</sup> at 9am in the Manor.

Signed:  
Chair of RAC

Date