

# **AVEO PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION**

## **Residents' Association Committee Meeting Minutes Monday 13th May in The Manor.**

Chair Jan Corlett welcomed Committee members & opened the meeting at 9:05am.

### **1. Attendance & Apologies:**

Present were Chair Jan Corlett, Secretary Karen Wright, Treasurer Sue Day, Committee members Desolie Gleeson, John Davies, Wayne Collard and Village Manager Nole Beardwood. Apologies were accepted from Committee member Denise Hattenfels.

### **2. Confirmation of Previous Minutes:**

Moved by John Davies 2nd by Sue Day 'that the minutes of the previous meeting are a true and accurate recording'. Carried unanimously.

### **3. Business Arising from the Previous Minutes:**

3.1 Update on the Residents' Handbook. The final thing to be done is the amendment to the welcome letter by Chair Jan Corlett.

Once ready for distribution, Committee Members will hand deliver the Handbooks to each Residence in the Village.

3.2 Update on Defibrillator. Nole Beardwood responded that he has not had the opportunity to seek advice from Doctor Gordon Strachan. He has however had a conversation with an assistant present at a recent First Aid Course he attended. The assistant assured him that the newest models have inbuilt safety measures. Nole still intends to seek advice from Dr. Strachan.

3.3 Resurfacing of the Outdoor Patio Areas. At the meeting Sue Day handed the management & co-ordination of the project to Village Manager Nole Beardwood. It is hoped that works will commence this month.

3.4 Update on the Budget. Village Manager Nole Beardwood informed the Committee that 29th May is set for a Budget meeting & presentation of the first draft.

3.5 Efforts to improve motorists' visibility in the village thus providing a safer environment for Residents. Village Manager Nole Beardwood reported that this matter is in hand. Together with Viv from the gardening team he will walk the village identifying blind spots to be attended to.

### **4. Village Managers Report: Nole Beardwood:**

#### **Resident Association Committee – Managers Report for May 2019.**

##### **•Village Manager – New Items:**

-Financial Variance Meeting conducted within the week with VM / Mark Eagleston and Avan (Village Management Accountant). VM has issued invite to Sub Finance Committee members for first draft budget meeting on Thursday 29<sup>th</sup> May.

-VM can advise Body Corporate has approved planned Portico Awning installation over external outdoor dining area. BC is in process of drafting formal response to committee.

-Village Manager has been approached by Residents Association Chair to investigate proposal of installation of a "hearing loop" for Community Centre. Feedback received by the RAC from the recent Anzac Day events in the Manor advise that an installation of this device would be to the benefit of residents. Installation would be a Capital Expenditure cost (Aveo), VM is in process of arranging for quotations for costs and specifications for request for next financial year budget process. VM to advise progress in next RAC meeting.

Resident Association BBQ – VM advised the Committee of the poor condition of one of the mobile BBQ's (wheels have rusted away and bottom of frame is in poor condition). VM to take advice from the Committee to dispose of it whilst we have skip bins in village. John Davies moved 'that the rusty BBQ be scrapped and placed into the skips.' 2nd Sue Day. Carried unanimously.

4.1 In discussion with Nole Beardwood on the need to rein in the printing and stationery costs component of the budget the Committee decided that in line with the AVEO Newsletter the Country Club Courier would also be printed in black & white & distributed to residences with coloured stickers on their letterboxes. Residents who agreed to receive communication from AVEO via email would receive the Newsletter & Courier into their inbox. Printed colour copies will be available for perusal in the library.

4.2 The Committee was informed that the Body Corporate Committee had approved the installation of roofing over alfresco dining areas. John Davies agreed to oversee the works.

4.3 Discussion was held around the fact that the care needs of some Serviced Apartment residents was increasing.

The Village Manager Nole Beardwood, left the meeting at 10am.

## **5. Outward Correspondence:**

5.1 15/04/19. Bronwyn West, thanking Bronwyn for her service to the residents.

5.2 15/04/19. Diane Giles, thanking Diane for her service to the residents.

5.3 15/04/19. Cheryl Ford, acknowledging her letter regarding her situation.

5.4 15/04/19. Brenda Langmaid, advising her that the Residents' Association has requested the Village Manager seek professional advice re purchase of Defibrillator.

5.5 15/04/19. Brian Iselin, advising that the Committee is happy with current Anzac Day arrangements.

5.6 15/04/19. Nole Beardwood, regarding Cheryl Ford's concerns.

5.7 16/04/19. Denise Hattenfels from Jan Corlett regarding New Resident Lunch roster for Committee members.

5.8 14/04/19. To Committee Members from Jan Corlett, ideas regarding cutting costs of Printing & Stationery.

5.9 22/04/19. To Nole Beardwood, referring to Brenda Langmaid's letter & Committees' request that he seeks professional medical advice regarding a Defibrillator.

5.10 26/04/19. Email letter of thanks to all Residents who participated in Anzac Day Ceremony, from Jan Corlett.

5.11 28/04/19. To Harold Bartlett, inviting him to participate in Anzac Day Ceremony Debrief Meeting.

5.12 29/04/19. To Nole Beardwood from Jan Corlett, requesting he look into the installation of a Hearing Loop in The Manor.

5.13 02/05/19. Letter to Rev. Chris Ivey, Principal, St. Andrews' College, thanking him, his family, the Students & Teachers who participated in our Anzac Day Ceremony.

Moved Sue Day, 2nd John Davies 'that the outward correspondence be accepted'. Carried unanimously.

## **6. Inward Correspondence:**

6.1 14/04/19. From Sue Day to Nole Beardwood, querying the installation of the Yarran Road aerial.

6.2- 6.3 16/04/19-04/05/19. Various emails between, Nole Beardwood, Karen Wright & Sue Day regarding the Yarran Road aerial installation & its' failure to resolve the problem.

6.4 15/04/19-18/04/19 From Justin Wood & John Davies regarding scope of works & quote for costs to roof alfresco patio areas of the Manor.

6.5 15/04/19. Letter from Nole Giles requesting reimbursement for Optic Spirit Dispensers that he purchased in July 2018. Invoices attached.

6.6 15/04/19. From Nole Giles, invoice requesting petrol allowance from February to March 19th 2019.

6.7 10/04/19. From Cheryl Ford, detailing her situation with her neighbours.

6.8 03/05/19. Request from Jackie Stewart for funds to purchase gifts for volunteer models in the Fashion Parade on 22nd May.

6.9 01/05/19. Bruce Townsend offering to provide input for future Anzac Day Commemoration Services.

6.10 01/05/19. Noel Giles, offering ideas regarding Country Club Courier cost issues.

6.11 03/05/19. Mike Jordan, complaint regarding Minutes of April Meeting item 6.8.

6.12 04/05/19. Steve Hill. Comments on the QGM meeting.

Item 6.1 Sue Day agreed to speak with Nole Beardwood on the matter of the Yarran Road Aerial.

Items 6.5 & 6.6 Moved John Davies 2nd Desolie Gleeson 'that the Treasurer pays the amounts claimed by Noel Giles'. Carried unanimously.

Item 6.7 noted and filed.

Item 6.8 Moved John Davies 2nd Sue Day 'that approval is given for Jackie Stewart to purchase gifts for the models in the fashion parade on 22nd May up to a total of \$100.00 and to claim the cost back to the Residents Association'. Carried unanimously.

Item 6.9 Chair Jan Corlett has spoken with Bruce Townsend also see General Business 9.1.

Item 6.10 Secretary to write to Noel Giles informing him that the need to rein in printing costs was addressed by the Committee in consultation with the Village Manager including the resulting decisions made. See item 4.1.

Item 6.11 Noted and filed.

Item 6.12 The issue of the formation of another Sub-Committee was discussed by the Committee. A motion was put to the Committee by Wayne Collard and 2nd by John Davies 'that since the present Residents' Association Committee has only a short time to run we recommend that this issue be addressed by the new Residents' Association Committee when it meets in August'. Carried unanimously. The Secretary was instructed to write to Steve Hill regarding this matter.

Moved Wayne Collard 2nd John Davies 'that the inward correspondence be accepted'. Carried unanimously.

## **7. Treasurers' Report, Sue Day:**

| Residents Association Report for April 2019 |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
|---|---------|------------------------------|--------------------|-------------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
| Date  | Pay Req | Detail                       | Main               | Imprest           | Bar               | Social        | Sundry            | Bar           | Bar               | Library       | Petty         |
|   | No      |                              | Account            | Account           | Takings           | Comm          |                   | Expenses      | Supplies          |               | Cash          |
|   |         | Balance C/F                  | \$20,015.63        | \$3,000.00        |                   |               |                   |               |                   |               |               |
| <b>DEPOSITS</b>                             |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
| 09.04.19                                    |         | Bar Takings                  | \$858.40           |                   | \$858.40          |               |                   |               |                   |               |               |
| 17.04.19                                    |         | Bar Takings                  | \$577.40           |                   | \$577.40          |               |                   |               |                   |               |               |
| 26.04.19                                    |         | Proceeds Anzac s-sizzle      | \$312.90           |                   |                   |               | \$312.90          |               |                   |               |               |
| 01.05.19                                    |         | Bar Takings                  | \$1,321.00         |                   | \$1,321.00        |               |                   |               |                   |               |               |
|   |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
|   |         | <b>Total Receipts</b>        | <b>\$3,069.70</b>  |                   | <b>\$2,756.80</b> | <b>\$0.00</b> | <b>\$312.90</b>   | <b>\$0.00</b> |                   | <b>\$0.00</b> |               |
| <b>PAYMENTS</b>                             |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
| 06.04.19                                    | 54      | Stationery - Coles           | \$10.00            |                   |                   |               | \$10.00           |               |                   |               |               |
| 18.04.19                                    | 55      | ARQRV Manuals                | \$105.00           |                   |                   |               | \$105.00          |               |                   |               |               |
| 20.04.19                                    | 56      | Imprest A/c                  | \$1,002.14         | \$1,002.14        |                   |               |                   |               |                   |               |               |
|   |         | Coles                        |                    | -\$82.50          |                   |               |                   |               | \$82.50           |               |               |
|   |         | Dan Murphys                  |                    | -\$919.64         |                   |               |                   |               | \$919.64          |               |               |
| 23.04.19                                    | 57      | 3 Skip Bins                  | \$1,020.00         |                   |                   |               | \$1,020.00        |               |                   |               |               |
| 25.04.19                                    | 58      | Wreath Anzac Day             | \$100.00           |                   |                   |               | \$100.00          |               |                   |               |               |
| 25.04.19                                    | 59      | Stationery - Officeworks     | \$50.03            |                   |                   |               | \$50.03           |               |                   |               |               |
| 25.04.19                                    | 60      | Imprest A/c                  | \$481.04           | \$481.04          |                   |               |                   |               |                   |               |               |
|   |         | Dan Murphys                  |                    | -\$361.79         |                   |               |                   |               | \$361.79          |               |               |
|   |         | Coles                        |                    | -\$66.20          |                   |               |                   |               | \$66.20           |               |               |
|   |         | Coles Anzac Day SC           |                    | -\$53.05          |                   |               | \$53.05           |               |                   |               |               |
| 26.04.19                                    | 61      | Legacy s-sizzle Anzac Day    | \$312.90           |                   |                   |               | \$312.90          |               |                   |               |               |
| 30.04.19                                    | 62      | Imprest A/c                  | \$534.95           | \$534.95          |                   |               |                   |               |                   |               |               |
|   |         | Dan Murphys                  |                    | -\$490.45         |                   |               |                   |               | \$490.45          |               |               |
|   |         | Coles                        |                    | -\$44.50          |                   |               |                   |               | \$44.50           |               |               |
|   |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
|   |         | <b>Total Payments</b>        | <b>\$3,616.06</b>  | <b>\$3,000.00</b> |                   | <b>\$0.00</b> | <b>\$1,650.98</b> | <b>\$0.00</b> | <b>\$1,965.08</b> | <b>\$0.00</b> | <b>\$0.00</b> |
|   |         | <b>Cash Book Bal. F/Ward</b> | <b>\$20,015.63</b> |                   |                   |               |                   |               |                   |               |               |
|   |         | <b>Plus Receipts</b>         | <b>\$3,069.70</b>  |                   |                   |               |                   |               |                   |               |               |
|   |         |                              | <b>\$23,085.33</b> |                   |                   |               |                   |               |                   |               |               |
|   |         | <b>Less Expenditure</b>      | <b>-\$3,616.06</b> |                   |                   |               |                   |               |                   |               |               |
|   |         | <b>Cash Balance</b>          | <b>\$19,469.27</b> |                   |                   |               |                   |               |                   |               |               |
| <b>Bar report at end of April 2019</b>      |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
| Bar Takings                                 |         |                              |                    | \$2,756.80        |                   |               |                   |               |                   |               |               |
| Opening Stock                               |         | \$2,019.47                   |                    |                   |                   |               |                   |               |                   |               |               |
| Plus Purchases                              |         | \$1,965.08                   |                    |                   |                   |               |                   |               |                   |               |               |
| Less Closing Stock                          |         | -\$2,100.86                  | -\$1,883.69        |                   |                   |               |                   |               |                   |               |               |
| <b>Cost of Sales</b>                        |         | <b>\$1,883.69</b>            |                    |                   |                   |               |                   |               |                   |               |               |
| <b>Operating % Profit</b>                   |         | <b>32%</b>                   | <b>\$873.11</b>    |                   |                   |               |                   |               |                   |               |               |
| <b>ASSETS &amp; ACCRUAL</b>                 |         |                              |                    |                   |                   |               |                   |               |                   |               |               |
| Accrual                                     |         | -\$2,000.00                  |                    |                   |                   |               |                   |               |                   |               |               |
| Bank  |         | \$19,469.27                  |                    |                   |                   |               |                   |               |                   |               |               |
| Imprest AC                                  |         | \$3,000.00                   |                    |                   |                   |               |                   |               |                   |               |               |
| Bar Float                                   |         | \$300.00                     |                    |                   |                   |               |                   |               |                   |               |               |
| Petty Cash                                  |         | \$208.40                     |                    |                   |                   |               |                   |               |                   |               |               |
| Bar Stock                                   |         | \$2,100.86                   |                    |                   |                   |               |                   |               |                   |               |               |
| <b>Total</b>                                |         | <b>\$23,078.53</b>           |                    |                   |                   |               |                   |               |                   |               |               |

## 7.1 Details of expenditure as promised for item 3.1 in OGM minutes for 30<sup>th</sup> April 2019

Expenditure agreed by the Committee, total exceeds \$5000 however this is made up of four separate jobs/quotes each much less than \$5000

1. Roofing over patio dining area outside Manor north side \$1000 inc GST  
Purpose of job, to protect diners from sun.

2. Original outside concrete patio bar area, to remove existing flaking paint, prepare correctly for coating. Apply coating/sealing \$3742 inc GST

3. Prepare and apply coating/ sealing on recently laid grey concrete, bar patio area. \$1705 inc GST

Committee decision originally only to fix up the shabby flaking area with a quote for further work at a later date. However, after much discussion it was agreed better to have the whole area done at the same time. This would give a more pleasing look if both areas were the same in finish.

4. At a later stage when more concreting is done in village, concrete corner outside Bar sliding doors. This will enable canter-lever umbrellas to be moved between the light and the sail on concrete rather than on grass. \$380 inc GST

Total \$6206 +GST = \$6827 inc GST

Treasurer Sue Day commented that the new joint Bar Managers John Weeden & Wayne Collard are doing an exceptional job.

Moved Wayne Collard 2<sup>nd</sup> John Davies 'that the Treasurers Report be accepted.'

Carried unanimously.

#### **8. Sub-Committee Reports:**

Both the Bar and Social Sub-Committees presented reports at the Quarterly General Meeting last week on Tuesday 30<sup>th</sup> April. There being nothing to add, there are no reports this month. For details please refer to the Quarterly General Meeting Minutes.

#### **9. General Business:**

9.1 Anzac Day Debrief, Chair Jan Corlett presented the account of the debrief held 29<sup>th</sup> April.

Attending the meeting were the Chair, Jan Corlett, Bill & Carol Rooke, Wayne Collard & Secretary, Karen Wright with apologies from Harold Bartlett. The objectives of the informal meeting were to consider what went well and areas which could be improved upon for future Anzac Day Ceremonies.

The full report will be passed to the organisers of future commemoration ceremonies.

9.2 Matters raised at the Quarterly General Meeting. See items 6.12 and 7.1. Also, the word "accepting" used in correspondence Item 5.10 of the April RAC meeting be removed from the minutes.

9.3 Paperless communication see item 3.5.

9.4 New Residents Open Table Lunches. Residents' Association Committee members are rostered to organise each lunch. They are required to issue the invitations, collect responses and liaise with the kitchen by giving the final numbers.

#### **Time and date of Next Residents' Association Committee Meeting:**

**9am Friday 14<sup>th</sup> June in the Private Dining Room.**

**Meeting closed by Chair, Jan Corlett at 11:12am.**