

AVEO PEREGIAN SPRINGS RETIREMENT COUNTRY CLUB

RESIDENTS' ASSOCIATION.

Minutes of Committee Meeting held in the Manor 9am Friday 14th June 2019.

1. Attendance and Apologies:

Chair; Jan Corlett welcomed everyone to the meeting. Also in attendance, Treasurer; Sue Day, Secretary; Karen Wright, Committee Members; Denise Hattenfels, Desolie Gleeson, John Davies, Wayne Collard, Village Manager; Nole Beardwood. All committee members were in attendance, so no apologies.

2. Confirmation of Previous Minutes:

Moved John Davies, seconded Desolie Gleeson 'that the minutes of the previous meeting are a true & accurate account', carried unanimously.

3. Business Arising from the Previous Minutes:

Items 3.1, 3.2, 3.3, 3.4 & 3.6 were dealt with by the Village Manager, Nole Beardwood. See his report below **Item 4.**

3.1 Update on Village Budgets.

3.2 Update on Defibrillator.

3.3 Update Update on Hearing Loop for the Manor.

3.4 Update on Yarran Road Aerial.

3.5 Update on Patio Covering in the Manor. John Davies reported that for Council approval a specific form [Form 11] is required. Moved Sue Day seconded John Davies 'that the Residents Association Committee approves the expenditure of \$150 being payment to the Sunshine Coast Council for the procurement of Form 11 required for Council permission'. Carried Unanimously.

3.6 Soundproofing of the Manor.

3.7 Pool Heating discussion. [insert Jan's notes & resolution????].

4. Village Managers Report, Nole Beardwood.

Resident Association Committee – Managers Report

Friday 14th June 2019

- ***Update on Budget (3.1)***

- Budget draft meetings continue with several issues being identified (Insurance / salaries & wages etc.) that are requiring further work on by VM and Aveo finance team. Meeting be planned for Thursday 27th June with Aveo Management and Sub Finance committee to finalise budgets in readiness for resident presentation.

- ***Update on Defibrillator (3.2)***

- VM has spoken with Gordon (GP) and he strongly supports the idea of a Defibrillator being purchased for the Village. VM will speak with Mark Eagleston to gauge support for Aveo to purchase and update committee next meeting.

- **Update on Hearing Loop for Manor (3.3)**

- VM has spoken with Steve Tregenza from S.E.Q Electronics who is Aveo's preferred approved contractor for hearing loop installation. Steve will conduct a site visit (based in Brisbane) and arrange for a quote to be presented. VM to update further at next RAC meeting.

- **Update on Yarran Road Aerial (3.4)**

- VM has spoken with contractor and can advise aerial has been installed and is functioning correctly – range of aerial will not be greater than 40 metres for security reasons (ie: resident accidentally presses remote from villa and gate opens as example). Gate has been faulty of late requiring attendance from contractor (on going) – however aerial is completed.

- **Update on Soundproofing in the Manor (3.6)**

- VM to present preliminary findings and quotation from Larry Hude (FDB Commercial Interiors) on proposed installation of Autex Quietspace Panels in Bar & Dining Areas.

- **Village Manager – New Items:**

- No new items to raise for monthly report.

Kind Regards,



Nole Beardwood – Community Manager

4.1 Chefs' Table Dinner. Village Chef Anne, would like to hold a High End Dinner for about 30 people called a Chefs' Table Dinner. The event would cost around \$45-50pp.

Residents' Special Occasion Catering. Anne can be approached by residents for special occasion catering. She will calculate a costing which will include her wages. Such costings must be signed off by the Village Manager.

4.2 Clarification of Residents' Handbook Costs. Nole Beardwood clarified that the cost of producing the Residents' Handbook which is due to be distributed to all Villas & Serviced Apartments, will be met by the Sales Department. Sales will also cover the ongoing costs of producing the Handbook for future New Residents.

Chair Jan Corlett thanked Village Manager Nole for coming to the meeting on his day off [it being a Nambour Show Holiday].

At 10am Village Manager, Nole Beardwood left the meeting.

5. Outward Correspondence:

5.1 16/05/19 Letter to Steve Hill, Villa 96. In response to Steve's letter of dissatisfaction on how his motion to the QGM was dealt with, and detailing a motion passed by the RAC to leave the matter to the new RAC when they meet in August.

5.2 16/05/19 Letter to Noel Giles Villa 89. Responding to Nole's letter regarding printing costs and the need to reign them in, and explaining the RAC decision & outcomes. Moved Sue Day seconded John Davies 'that the Outward Correspondence be accepted'. Carried unanimously.

6. Inward Correspondence:

6.1 22/04/19 Email from Hilary Warburton regarding her replacement as Librarian latter this year.

6.2 07/05/19 Receipt & Letter of thanks from Legacy for the Villages' donation following ANZAC Day.

6.3 17/05/19 Letter from Body Corporate re approval to install polycarbonate roofing over Patio Areas.

6.4 31/05/19 Email from Noel Giles re distribution of Country Club Courier.

6.5 09/06/19 Email from Just Comfort Shoes offering a Pop-up Shop in the Manor, including terms & conditions.

6.6 10/06/19 Email from Justin Lorenz, AVEO Head of Community Northern Region, congratulating the RAC on the Residents' Handbook initiative.

Item 6.1, noted and filed.

Item 6.2, Noted and filed.

Item 6.3, Dealt with, noted and filed.

Item 6.4, Secretary to reply to Noel Giles suggesting that he refer Residents to Administration.

Item 6.5, Sue Day, supported the case for **Just Comfort Shoes to hold a Pop-up shop** in the Manor later this year. One of the benefits to residents will be discounts on the day. Sue Day has offered to organise the event.

Item 6.6, the RAC is pleased that Senior AVEO Management has acknowledged the Resident Handbook initiative.

Moved John Davies, seconded Wayne Collard 'that the inward correspondence be accepted'. Carried unanimously.

7. Treasurers Report: Sue Day.

7.1 **Donation from Tewantin-Noosa Lions Club.** A cheque has been presented to Resident and former Lion Jackie Stewart by The Tewantin-Noosa Lions Club. The cheque for \$300 and made out to The Residents' Association is to provide materials for the Knitting and Craft Club run by Gloria Nunn.

Secretary Karen Wright to write a letter of appreciation to Tewantin-Noosa Lions Club.

Residents Association Report for May 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	\$19,469.27	\$3,000.00							
DEPOSITS											
05.05.19		Bar Takings	\$800.30		\$800.30						
08.05.19		Aveo Rocks 29th March	\$357.00		\$357.00						
14.05.19		Bar Takings	\$681.00		\$681.00						
15.05.19		Mothers Day Raffle	\$448.00			\$448.00					
22.05.19		Portofino Donation	\$300.00				\$300.00				
24.05.19		Bar Takings	\$827.30		\$827.30						
31.05.19		Bar Takings	\$740.40		\$740.40						
31.05.19		Wake 1st April	\$156.00		\$156.00						
04.06.19		Sales Event	\$150.00		\$150.00						
05.06.19		Bar Takings	\$751.60		\$751.60						
		Total Receipts	\$5,211.60		\$4,463.60	\$448.00	\$300.00	\$0.00		\$0.00	
PAYMENTS											
10.05.19	63	Books aApril & May	\$158.00							\$158.00	
14.05.19	64	Petrol Noel Giles	\$36.00					\$36.00			
13.07.18	65	N Giles BAR dinks Measures	\$261.80					\$261.80			
15.05.19	66	Bus deposit to brewery	\$100.00				\$100.00				
15.05.19	67	Model gifts Portofino	\$73.90				\$73.90				
17.05.19	68	Floor Illusions O/S Patio	\$2,178.88				\$2,178.88				
22.05.19	69	Softwoods Timber - Roofing	\$1,000.00				\$1,000.00				
24.05.19	70	Floor Illusions O/S Patio	\$3,268.32				\$3,268.32				
24.05.19	71	Xmas Cheer pay AVEO	\$2,000.00				\$2,000.00				
29.05.19	72	West's Trans Bus 19.06.19	\$535.00				\$535.00				
29.05.19	73	Imprest A/c	\$2,004.08	\$2,004.08							
29.05.19		Dan Murphy		-\$1,918.33					\$1,918.33		
29.05.19		Coles		-\$85.75					\$85.75		
05.06.19	74	Imprest A/c	\$96.90	\$96.90							
30.05.19		Coles		-\$96.90					\$96.90		
		Total Payments	\$11,712.88	\$3,000.00		\$0.00	\$9,156.10	\$297.80	\$2,100.98	\$158.00	\$0.00
		Cash Book Bal. F/Ward	\$19,469.27								
		Plus Receipts	\$5,211.60								
			\$24,680.87								
		Less Expenditure	-\$11,712.88								
		Cash Balance	\$12,967.99								
Bar report at end of											
		Bar Takings		\$4,463.60							
		Opening Stock	\$2,100.86								
		Plus Purchases	\$2,100.98								
		Less Closing Stock	-\$1,892.80	-\$2,309.04							
		Cost of Sales	\$2,309.04								
		Operating % Profit	48%	\$2,154.56							
ASSETS											
		Bank	\$12,967.99								
		Imprest AC	\$3,000.00								
		Bar Float	\$300.00								
		Petty Cash	\$208.40								
		Bar Stock	\$1,892.80								
		Total	\$18,369.19								

Moved Sue Day, seconded Desolie Gleeson 'that the treasurers Report be accepted'. carried unanimously.

8. Sub-Committee Reports:

8.1 Bar Managers Report from John Weeden.

Tuesday nights are fairly quiet with usually less than 30 patrons. Fridays are better with sometimes over 50 attending.

On Wednesday 29th May Aveo held a sausage BBQ so we opened the bar at lunch time and it was quite profitable.

regards.....John W

There is no report from the Social Sub-Committee this month.

9. General Business:

9.1 Denise Hattenfels reported that an **inventory of the Residents Kitchen** is currently being undertaken by kitchen co-ordinators Diane Giles & Bronwyn West.

9.2 **New Residents' welcome lunches.** It was confirmed that the Residents' Association Committee had agreed to take over the New Residents' welcome lunches, co-ordinating invitations to New Residents and rostering committee members to attend. It was generally agreed that to invite a New Resident to lunch and then ask them to pay for it is not acceptable. The cost of paying for guests is quite low, therefore it was moved by Sue Day and seconded by Denise Hattenfels 'that the Residents' Association is to pay for the guests at the New Residents Lunches'. Carried unanimously. It was agreed that Committee members who attend are still required to pay for their own lunches.

9.3 **New Residents' Handbook.** The committee agreed that Ailyn Lewis had provided exceptional assistance in the preparation and production of the handbook. Moved Desolie Gleeson, seconded Wayne Collard 'that in appreciation for her diligence and for going the extra mile with the preparation of the Residents' Handbook the committee approve up to \$60 for a gift of flowers and chocolates'. Carried unanimously.

9.4 **Coffee Shop Proposal.** Karen Wright presented a proposal for a Coffee Shop to be set up with assistance from AVEO and to be operated by Residents under a similar model to the Bar. It was agreed that to gauge support from Residents, such an idea needs to be presented at a Quarterly General Meeting.

9.5 **Resident Handbook Deliveries.** The Handbook will be ready for delivery by end of today. Committee members are reminded to hand deliver the Handbooks.

9.6 **Paws Day Tuesday 16th July, 3-4pm.** The event for residents & their four legged friends will be held on the Village Green behind the Manor. It's a time for our human and canine residents to meet. Residents are encouraged to come and pat a pooch! Moved Sue Day, seconded John Davies 'that up to \$200 be allocated for the provision of a welcome drink from the Bar on Paws Day Tuesday'. Carried unanimously. Sue Day offered to organise the event.

9.7 **Preparations for Quarterly General Meeting and Annual General Meeting** to be held 30th July. Secretary Karen Wright was instructed to check cut-off dates for nominations, postal & proxy votes, and to check procedures. All forms to emailed to resident Jan Lambert.

With no further business at **11:40am, Chair Jan Corlett closed the meeting.**
Next meeting Friday 12th July, 9am in The Manor.