

AVEO PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION.

Minutes of Committee Meeting held 9am Friday 10th January 2020.

1. Attendance & Apologies:

At 9am Jan Corlett welcomed everyone to the first meeting for 2020.

Present were: -

Chair, Jan Corlett; Treasurer, Sue Day; Secretary, Karen Wright; Committee Members, Denise Hattenfels, Desolie Gleeson, John Davies & Wayne Collard; Village Manager, Nole Beardwood.

All members of the committee were present.

2. Confirmation of Previous Minutes:

Moved Denise Hattenfels 2nd Desolie Gleeson 'that the minutes of the previous meeting are a true & accurate record'. Carried unanimously.

3. Business Arising from the Previous Minutes:

3.1 **BBQ replacement;** Wayne Collard. The little used BBQ in the Pool Area is a fixture so could not be relocated. A new BBQ was purchased for \$300.00. This new BBQ is working well and is much appreciated as it is lower than the built in BBQs so enabling ease of use.

3.2 **Remembrance Day;** Jan Corlett. The Service went well but the Sausage Sizzle was not a success. Since Sausage Sizzles have been held after the past two Commemorative Services and neither have been successful it has been decided not to hold them after the Anzac Day service. Nevertheless, the sausage sizzle raised \$79.00 for Legacy.

3.3 **Noise Abatement:** The issue of noise created by dining chairs in the Manor; Nole Beardwood. Will be addressed today [Friday 10th January] Maintenance man John will install soft pads onto the chair legs.

3.4 **Cleaning of Manor Windows** in the common areas; Nole Beardwood. A reply has been received from the Body Corporate Committee stating that there are no funds available in their budget to cover this cost. The cost will have to be a Body Corporate responsibility eventually.

3.5 **New ashtray for smokers' area;** Nole Beardwood. A stainless-steel standard bin has been ordered.

3.6 **TV Monitor in the foyer;** Sue Day. The promotion of Social Events & Residents' Association news via the TV is going well. The content needs to be kept streamlined. Resident Jan Lambert who lives part of the year in the UK is very capable at producing the video for us and manages this very well remotely. She returns to the village within a few days. Nole Beardwood would like to see the weekly menus for the village cafe included in the 'what's on' info. Signage has yet to be purchased to label the "Sign In" lists for Social Events.

3.7 Manor Bar Security; Nole Beardwood & Wayne Collard. New locks have been installed & cash is more secure. Nole Beardwood will continue to investigate security patrols & ways of updating Manor security.

3.8 New Residents' Lunches; Karen Wright. Karen & Wayne Collard are hosting a New Residents' Lunch on Wednesday 22nd January. 8 new residents have been invited.

3.9 Australia Day; Jan Corlett. The Social Sub-committee are well into their plans for our Australia Day Celebrations. The event will start at 11:30am. The Noosa Lions Club have been hired to cook the BBQ. The Menu is going to plan. Live Music has been hired for 3 hours. The Manor Bar WILL be open.

4. Village Managers Report: Nole Beardwood.

Friday 10th January 2020

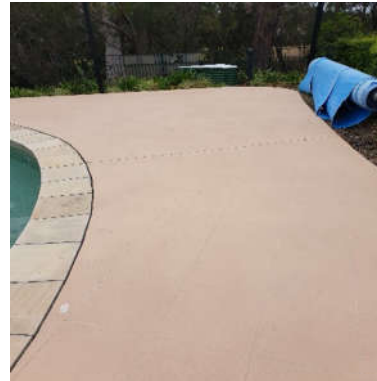
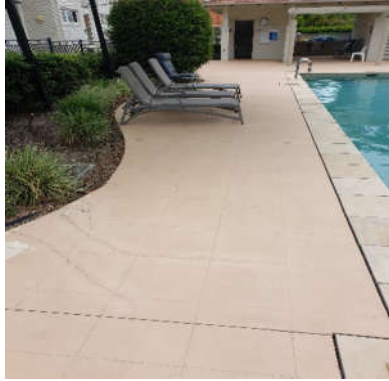
- ***Update on New Ashtray for smoking area (3.5)***
 - VM can advise committee replacement (new) has been ordered – awaiting ETA. Jan advised that the seat needs securing. The VM agreed to sort this out.

- ***TV in Reception Foyer (3.6)***
 - VM can advise committee TV has been installed and has been well received by residents and visitors.

- ***Lock for Manor Bar (3.7)***
 - VM can advise committee new locks have been installed and keys have been issued to Bar Manager.

- **Village Manager – New Items:**
 - **Staffing Update –**
 - **Ailyn** – VM can confirm that Ailyn has been promoted into role of Community Manager at Aveo Lindsay Gardens. Adjustment for salary until 31st Oct has been completed, further transfer until commencement date yet to be applied. VM will follow up with finance. Recruitment has commenced for replacement Assistant Community Manager
 - **Temeika** - VM can confirm that Temeika has formally been transferred into the role of Administration Assistant P/Time (Tuesday to Friday). Temeika is already proving herself in this role and VM has received many positive comments from residents. Temeika will be completing Tuesday to Friday at this stage as she has requested an additional RDO to follow up on study commitments.
 - **Geraldine** – VM can advise that Geraldine McCarthy has been recruited across the three SC villages for Aveo as a Casual Assistant Community Manager. Geraldine comes to Peregrin with a wealth of experience recently transferring from Aveo Albany Creek where she was the ACM for 10+ years. Geraldine will be based at Peregrin Monday to Thursday for a period of 8 weeks until a successful replacement for Ailyn can be recruited and potentially longer if required.

- **Pool Maintenance**
- VM can advise that the pool has been chemically pressured washed and recoated with mould killer and chemical sealer to prevail future mould growth @ \$2,117 – this was on the back of excessive mould growth causing unsightly and dangerous areas within the pool area. Contractor has advised product is guaranteed for 2 years for mould return.
- Images below showing improvement to area.



- **Palm View Manager Assistance**
- VM to discuss with committee potential leave coverage request
- **Pool Cover Discussion**
- VM to discuss with committee Pool Cover as resident has voiced concerns with no use and if request to remove. The RAC agreed that the pool cover should be removed and disposed of.
- **Senior Management Discussion**
- VM to discuss and update committee in regard to recent movement within senior management and sales.

4.1 The dishwasher in the Residents' Kitchen needs replacing as it is not fit for purpose. It does not wash the dishes to an appropriate standard and is also too small to accommodate the amount of china needing to be washed after an event. Nole Beardwood will speak to Julie Andrews regarding this matter.

At 10:25am Nole Beardwood left the meeting

5. Outward Correspondence:

5.1 12/11/19 Reply to Noel Giles regarding use of Village Bus. Use of Bus was detailed in the November Minutes.

5.2 12/11/19 email letter to Secretary of Body Corporate Committee Cheryl Hodges requesting consideration to cleaning the windows in the Manor Common Areas particularly levels 1 & 2.

5.3 12/11/19 email thank you reply to John Dulley for his suggestions for disaster management.

5.4 20/11/19 email to Brenda Langmaid re use of Tap'n'Go for proposed Art Show explaining that it could be a year or more before we have such a facility.

5.5 20/11/19 email to Barbara Tuckfield re request for advertising Art Group in Residents' Association Bulletin since the closure of the Country Club Courier. Reply explained that the purpose of Bulletin is to promote Residents' Association matters but also pointing out that the Residents' handbook issued to all residences is designed to promote activity groups within our village. The handbook is proving to be a valuable tool for residents.

5.6 05/12/19 email letter of congratulations to Temeika Lewis on her appointment to the position of Administration Assistant for our Village.

Moved Denise Hattenfels 2nd Sue Day 'that the outward correspondence be accepted'. Carried unanimously.

6.1 Inward Correspondence:

6.1 November 2019 letter from resident Kathy Doyle congratulating Social Sub-Committee on the Melbourne Cup event & offering advice on ways to improve the Sweeps. Kathy also suggested that Christmas is a good time to thank all the residents who run activities in our village

6.2 11/11/19 Letter from John Weeden of the Bowlers Group requesting \$200 for the purchase of trophies and prizes for their group to be presented at their Christmas function on 28th November.

6.3 25/11/19 email from Chris Jacobson regarding Sales promotion dates possibly conflicting with events in the Manor.

6.4 25/11/19 email from Brenda Langmaid informing the committee of quote for \$1039.50 for the cost of set-up for display for proposed Art Show.

6.5 28/11/19 email from Eugenia Morris of Peregian Springs State School re holiday break for pick-up of Containers for Change Thursday 12th December to Thursday 30th January 2020.

6.6 05/12/19 email from Lynda Fraser of Sunshine Coast Council offering assistance with disaster preparedness in our village.

6.7 09/12/19 Thank you card from Natalie McMillan for the Noosa Chorale Event & wishing everyone a Merry Christmas.

6.8 10/12/19 Letter from John Weeden requesting reimbursement for the Bowlers Trophy Day.

6.9 15/12/19 Reply from Body Corporate Committee regarding request for window cleaning the Manor. The BCC regrets there is no provision for the cleaning of windows in the Sinking Fund.

6.10 17/12/19 Receipt & letter of thanks for the Remembrance Day donation of \$79.

6.11 25/12/19 Christmas Card from Justin Lorenz AVEO Head of Community North.

6.12 27/12/19 email letter from Justin Lorenz advising the Residents' Association of the resignation of Mark Eagleston & the appointment of Julie Andrews as acting Group Community Manager.

Re items 6.2 & 6.8. Discussion was held regarding the request from the Bowlers. The request was for \$200 for trophies & prizes for the Christmas function. Receipts received totalled in excess of \$200. It was noted that the amount actually spent on Trophies & prizes was considerably less than the amount claimed.

The committee agreed to reimburse \$200 originally requested.

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

7. Treasurers Report: Sue Day.

Since the committee did not meet in December reports for November & December were presented.

Residents Association Report for November 2019										
Date	Pay Req	Detail	Main	Imprest	Bar	Social	Sundry	Bar	Bar	Library
	No		Account	Account	Takings	Comm		Expenses	Supplies	
		Balance C/F	\$15,386.37	\$3,000.00						
		DEPOSITS								
11.11.19		Bar Takings	\$400.50		\$400.50					
20.11.19		Melb Cup 75 x\$3 Bubbles	\$225.00		\$225.00					
20.11.19		Nutrimetics 23 x\$3 Bubbles	\$69.00		\$69.00					
20.11.19		Xmas Lunch 10x \$35	\$350.00			\$350.00				
20.11.19		Proceeds Nutrimetics Raffle	\$110.00				\$110.00			
20.11.19		Bar Takings	\$909.90		\$909.90					
23.11.19		Xmas Lunch 13x\$35	\$455.00			\$455.00				
23.11.19		Bar Takings	\$451.00		\$451.00					
26.11.19		Xmas Lunch 13x\$35&2x29.50	\$514.00			\$514.00				
29.11.19		Bar Takings	\$553.70		\$553.70					
29.11.19		Xmas Lunch 21 X \$35	\$735.00			\$735.00				
02.12.19		Xmas lunch 5x\$35 2 x29.50	\$234.00			\$234.00				
02.12.19		Bar Takings	\$420.00		\$420.00					
		Total Receipts	\$5,427.10		\$3,029.10	\$2,288.00	\$110.00	\$0.00		\$0.00
		PAYMENTS								
05.11.19	115	Chicken for Melb Cup	\$120.00			\$120.00				
05.11.19	116	Attach Roof of Pergolas	\$200.00				\$200.00			
06.11.19	117	CraftGroup repay money held	\$300.00				\$300.00			
10.11.19	118	Imprest a/c	\$967.63	\$967.63						
		Dan Murphys		-\$755.58					\$755.58	
		Coles		-\$114.30					\$114.30	
		Credit for plastic glasses		\$15.00		-\$15.00				
		60 Champ glasses 4 events		-\$112.75			\$112.75			
12.11.19	119	Library Books	\$86.40							\$86.40
14.11.19	120	Wreath for 11th Nov	\$100.00			\$100.00				
15.11.19	121	Imprest a/c	\$963.05	\$963.05						
		Dan Murphys		-\$780.39					\$780.39	
		Keys cut for bar		-\$29.70				\$29.70		
		Xmas Raffle		-\$83.96		\$83.96				
		Bar Trolley		-\$69.00				\$69.00		
17.11.19	122	Stationery	\$61.40				\$61.40			
20.11.19	123	Imprest a/c	\$294.00	\$294.00						
		Bubbles M Cup & Nutrimetics		-\$294.00		\$225.00	\$69.00			
22.11.19	124	Stationery	\$74.97				\$74.97			
23.11.19	125	Imprest a/c	\$656.68	\$656.68						
		Coles and Dan Murphys		-\$397.00					\$397.00	
		Xmas Raffle		-\$211.28		\$211.28				
		Bar Glasses 24 Flute		-\$48.40				\$48.40		
27.11.19	126	Imprest a/c	\$1,092.02	\$1,092.02						
		Dan Murphys		-\$660.20					\$660.20	
		Coles		-\$110.04					\$110.04	
		New BBQ- Bunnings		-\$298.00			\$298.00			
		Bar Repair		-\$23.78				\$23.78		
27.11.19	127	PA Repair	\$14.80				\$14.80			
02.12.19	128	Imprest a/c	\$279.93	\$279.93						
		Bar Repair & BBQ cover		-\$47.43				\$47.43		
		Bar cabinet refurbishment		-\$141.00				\$141.00		
		Xmas Cheer		-\$91.50		\$91.50				
		Total Payments	\$5,210.88	\$3,000.00		\$816.74	\$1,130.92	\$359.31	\$2,817.51	\$86.40
		Cash Book Bal. F/Ward	\$15,386.37							
		Plus Receipts	\$5,427.10							
			\$20,813.47							
		Less Expenditure	-\$5,210.88							
		Cash Balance	\$15,602.59							

Bar report at end of November 2019		
Bar Takings		\$3,029.10
Opening Stock	\$2,263.47	
Plus Purchases	\$2,817.51	
Less Closing Stock	-\$2,718.85	-\$2,362.13
Bar takings taken		\$500.00
Cost of Sales	\$2,362.13	
Operating % Profit	33%	\$1,166.97

ASSETS & Accruals	
MelCup& Xmas	-\$3,323.00
Bank	\$15,602.59
Imprest AC	\$3,000.00
Bar Float	\$300.00
Select Dining	-\$148.50
Bar Stock	\$2,718.85
Aveo for roof	\$1,000.00
Total	\$19,149.94

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		Balance C/F	\$15,602.59	\$3,000.00																																						
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10.12.19		Bar Takings	\$901.60		\$901.60																																					
10.12.19		Bar Takings Noosa Chorale	\$74.00		\$74.00																																					
14.12.19		Bar Takings	\$869.10		\$869.10																																					
14.12.19		Proceeds of Raffle	\$749.00			\$749.00																																				
21.12.19		Bar Takings	\$704.50		\$704.50																																					
21.12.19		Aveo sales direct deposit	\$36.00		\$36.00																																					
02.01.20		Bar Takings	\$823.80		\$823.80																																					
02.01.20		Bar Takings	\$267.00		\$267.00																																					
		Total Receipts	\$4,425.00		\$3,676.00	\$749.00	\$0.00	\$0.00		\$0.00																																
PAYMENTS																																										
09.12.19	129	Imprest A/c	\$1,379.03	\$1,379.03																																						
		Dan Murphys		-\$1,202.70					\$1,202.70																																	
		Coles		-\$98.06					\$98.06																																	
		Christmas Cheer		-\$78.27		\$78.27																																				
13.12.19	130	Open Table 4th July	\$148.50				\$148.50																																			
13.12.19	131	Christmas Cheer	\$25.00			\$25.00																																				
16.12.19	132	Library Books	\$86.00							\$86.00																																
17.12.19	133	Imprest a/c	\$850.41	\$850.41																																						
		Dan Murphys		-\$626.69					\$626.69																																	
		Coles		-\$56.90					\$56.90																																	
		Christmas Cheer		-\$92.82		\$92.82																																				
		Drinks 4 Noosa Chorale		-\$74.00			\$74.00																																			
18.12.19	134	Xmas lunches 5th & 10th Dec	\$2,288.00				\$2,288.00																																			
18.12.19	135	Melb Cup Lunch	\$1,173.00				\$1,173.00																																			
19.12.19	136	Xmas Gifts Admin & garden	\$59.45				\$59.45																																			
02.01.20	137	Imprest a/c	\$82.37	\$82.37																																						
		NYE Nibbles		-\$32.57		\$32.57																																				
		Coles		-\$49.80					\$49.80																																	
02.01.20	138	Cost of NYE Drinks from RAC	\$267.00				\$267.00																																			
		Total Payments	\$6,358.76	\$3,000.00		\$228.66	\$4,009.95	\$0.00	\$2,034.15	\$86.00																																
		Cash Book Bal. F/Ward	\$15,602.59																																							
		Plus Receipts	\$4,425.00																																							
			\$20,027.59																																							
		Less Expenditure	-\$6,358.76																																							
		Cash Balance	\$13,668.83																																							
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">ASSETS</th> </tr> </thead> <tbody> <tr> <td>Bank</td> <td>\$13,668.83</td> </tr> <tr> <td>Imprest AC</td> <td>\$3,000.00</td> </tr> <tr> <td>Bar Float</td> <td>\$300.00</td> </tr> <tr> <td>Aveo owe us</td> <td>\$1,000.00</td> </tr> <tr> <td>Bar Stock</td> <td>\$2,593.57</td> </tr> <tr> <td>Total</td> <td>\$20,562.40</td> </tr> </tbody> </table>											ASSETS		Bank	\$13,668.83	Imprest AC	\$3,000.00	Bar Float	\$300.00	Aveo owe us	\$1,000.00	Bar Stock	\$2,593.57	Total	\$20,562.40																		
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Moved Sue Day 2nd John Davies 'that the Treasurers report be accepted'. carried unanimously.

8. Sub-committee Reports:

8.1 Manor Bar: Wayne Collard.

The Manor Bar continues to work very well recording good profit margins. Accreditation of Bron Kennedy is complete. She will only be available on stand-by to work in the Bar.

8.2 Social Sub-committee: Sue Day.

As was mentioned 3.9 Australia Day planning is well under way.

Approval for expenditure for the Valentines' Day event at Happy Hour Friday 14th February is now required.

Moved John Davies 2nd Sue Day

'that 1. up to \$300 be provided for a complementary soft drink, wine or beer and that

2. up to \$100 be provided for the purchase of Nibbles, and that

3. up to \$350.00 be provided for the Valentines' Day Raffle prizes.'

Carried unanimously.

The Secretary will inform the Social Sub-committee of this outcome.

9. General Business:

9.1 Flying Minutes: Secretary Karen Wright Submitted the following flying minutes which were presented & passed via email.

9.1.1 12/11/19 Moved Jan Corlett, 2nd Sue Day

'that the RAC approve the expenditure of up to \$200.00 for a glass of bubbles for attendees at the Nutrimecs event on Tuesday 19th November. The raffle valued at \$300.00 has been donated by Deb (the consultant), the proceeds of which (3 tickets for \$5.00) will be donated to the Residents' Association. It is anticipated that this will cover the costs of a glass of bubbles each.'

9.1.2 13/11/19

Updating Security at the Village

'that in order to ensure security at the Village over the school holidays Nole would like the RAC to approve the following:

1. New key less locks on the outside doors of the Manor.

2. To arrange for a security company to patrol the Village three times during the night and check doors at the Manor are secure. (This already happens at Lindsay Gardens). Nole will investigate using the same company which patrols The Pool Café which is also owned by Aveo.

Proposed Jan Corlett, 2nd Karen Wright.

9.1.3 14/11/19

It is moved by Jan Corlett 2nd Karen Wright.

'I propose the motion that the RAC approves up to \$200.00 be spent by the bowlers for trophies, engraving and prizes for their end of year function. All receipts to be given to the Treasurer so that correct procedure is followed.'

9.1.4 23/11/19

"that up to \$350.00 be approved for a new BBQ as previously discussed at the November meeting of the RAC.

Proposed Jan Corlett, 2nd Wayne Collard.

9.1.5 23/11/19

Proposed by Jan Corlett:

'that up to \$150 be spent for materials by Bob Jack to make a strong box for the Manor Bar.' 2nd Karen Wright.

9.1.6 17/12/19

In the absence of Karen please see below which I am proposing the following motions:

1. That the RAC approve up to \$50.00 for Xmas gifts to the Gardening Team and John, and to the Office Staff as a token of appreciation for all their efforts on behalf of all residents.

2. That up to \$150.00 be approved for a glass of bubbles for patrons at New Year's Eve Happy Hour (Tuesday) to bid farewell to the naughty nineties' decade.

Please let me know as soon as possible as Xmas is only a few days away!! HELP!

Many thanks, Jan Corlett.

9.1.7 23/12/19

Moved Jan Corlett & Seconded by Sue Day: -

'that the RAC approve up to \$50 for the purchase of nibbles to be served with the bubbles at the New Years' Eve Happy Hour'.

9.1.8 02/01/20

'That an additional \$100 be approved to cover the costs of supplying a free glass of bubbles for Residents at New Years' Eve Happy Hour'. Moved by Sue Day. Seconded by Jan Corlett.

9.2 **Anzac Day:** Jan Corlett.

A meeting of the Commemorations working group will be convened in the next few weeks.

9.3 **Disaster Management:** Jan Corlett.

Jan reported that Peter Wright has kindly agreed to convene the working group. It is hoped that that John Weeden & John Dulley will join the group.

A meeting with Lynda Fraser from the Sunshine Coast Council will be set-up to discuss planning disaster management in the village.

9.4 **Library update:** Sue Day.

The Residents' Association welcomes new Village Librarian Isabel Burnett. The Library has a problem with donations of old books. Isabel & her helpers end up disposing of unwanted books. Since books are so heavy this is a difficult task. It is requested that residents check with Isabel first before depositing books at the Library.

Secretary Karen Wright will consult with Isabel & send out a communication to residents regarding this matter.

Isabel would like a halt on the \$100.00 monthly donation for the purchase of new books as the Library is well stocked at present with residents donating many recent titles that they have now finished with.

9.5 **Charity Support:**

The Committee discussed the idea of supporting a Men's Cancer research organisation this year.

Moved Denise Hattenfels, 2nd Sue Day 'that Wayne Collard investigates avenues to support Prostate Cancer'. Carried Unanimously.

9.6 **Update for Residents' Handbook.**

Denise Hattenfels kindly agreed to gather the relevant information for the updates & bring to the next Committee meeting.

9.7 **Wine Glasses Donation:** Resident Steve Jacobson has donated 36 appropriate wine glasses to the Manor Bar. Secretary to write & thank Steve for this generous donation.

10. February Meeting dates:

QGM Tuesday 11th February 2pm.

RAC meeting Friday 14th February 9am.

Jan Corlett Closed the meeting at 11:38am.

Gracemere Computer Club

Saturday 18th January Addendum sent out via email: -

9.4. Used jigsaws and books from the Library which are in excess to requirements and are in good condition have been donated to the Katie Rose Hospice.
The Committee discussed the need for new jigsaws for The Manor.

Moved Sue Day 2nd, John Davies.

'that up to \$200 be spent to provide Jigsaws for The Manor'.
Carried unanimously.'

Kind Regards,
Karen Wright.
Secretary, Residents' Association Committee.