

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

## **Minutes of Committee meeting held Friday 12th June 2020.**

At 9:05am Chair Jan Corlett welcomed everyone to the meeting after a 3 month break due to Covid-19.

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

All committee members were present. Chair, Jan Corlett; Secretary, Karen Wright; Treasurer, Sue Day; Committee Members, Denise Hattenfels, Desolie Gleeson, John Davies and Wayne Collard. Also present, Village Manager Nole Beardwood.

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

It was moved by John Davies & 2nd by Sue Day 'that the minutes of the March 13th RAC meeting are a true & accurate record'. Carried.

### **3. Business Arising from the previous minutes:**

3.1 The committee agreed to review the decision made regarding the use of the **Private Dining Room**. See items 6.1, 6.3 & 6.7 in inward correspondence, letters of objection to the decision. Chair Jan Corlett tabled the following:-

#### **USE OF PRIVATE DINING ROOM/BOARD ROOM**

#### **Discussion Document (Jan Corlett, June 2020)**

##### **Preamble**

Prior to the extension and renovations of the Manor three years ago meetings such as BCC, RAC, Finance, and Staff took place in the Activities/ Multi-Purpose Room (now the Gym) as this was the only room which was large enough and had a door which could be closed, thus rendering it private. The Private Dining Room (PDR) was open to the dining/sitting area in the Manor and was very public.

A need was identified to create a private meeting room which could be closed off, hence the sliding doors and glazing installed in the PDR. The previous Village Manager deemed this room to be a Board Room as well as a private function room. Many meetings with Management are by their very nature arranged at short notice, thus requiring a suitable, private room in which these meetings are able to take place.

Since the renovations drop-down screens have been installed around the dining extension enabling this area to be used for various activities, ensuring a degree of privacy for these activities.

The decision to limit the use of the PDR/Board Room to meetings and private functions only was taken in consultation with Management and was not a decision taken by the RAC alone.

##### **Proposal**

The RAC has taken on board the comments sent in by the convenors of activity groups who wish to continue to use the PDR/Board Room and we respect their wishes. In light of the correspondence received we would like to propose a compromise.

The PDR/Board Room can be booked by the activity groups such as Mah-jong and Bingo which use the room on a regular basis, on the understanding that meetings and private functions take precedence.

It must be understood that this may mean that these groups may be given short notice that the room is required for a meeting, and that they may have to vacate the room if the need arises.

This arrangement precludes any Keep Fit groups which should use the dining extension making use of the drop-down screens for privacy.

**Moved** Denise Hattenfels & 2nd Desolie Gleeson 'that after discussion and in consultation with the Village Manager, Nole Beardwood, the RAC reverses the decision made in March regarding use of the Private Dining Room/Board Room and bookings for the use of the Private Dining Room/Board Room are to be made through Temeika and if any booking clashes with a meeting, the meeting takes precedence.' Carried unanimously.

The Secretary is to write to Bingo & Mahjong Activity groups informing them of this outcome enclosing a copy of the document. She is also to contact the Pilates group regarding the use of the Private Dining Room/Board Room & suggesting that they make use of the Dining Annex area & screen the area off with the drop-down blinds.

**3.2 Web-site proposal.** The need has changed since Trevor Davis has updated the computer club village site. Res. Assoc. minutes are now password protected. Secretary is to write letters of thanks to Trevor & Jan Lambert.

**3.3 & 3.4 Residents kitchen dishwasher & pool cover disposal.** Both these issues are pending. See Managers Report Item 4.

**3.5 Yarran Road seat.** In consultation with the Village Manager Bob Jack hopes to install the seat once the Men's Shed opens again.

**3.6 Support for Men's Cancer.** Report from Wayne Collard. Due to Covid-19 the issue is pending.

**3.7 BBQ Cleaning roster.** Report on progress from Wayne Collard. No volunteers responded to his call. The issue is pending.

**3.8** Please refer to outward correspondence letter to Richard Fahy (Aveo Group Community Manager Queensland North) item 5.5 in the minutes dated 13th March, requesting AVEO install **free Wi Fi in the Manor** common areas. No response has been received to date.

**3.9** Bob Jack has completed the task of purchasing & installing a **second storage cupboard** for the Manor Bar.

**3.10** Refer to item 6.7 in the March minutes. Bruce & Glenda Townsend wrote about the **main gate malfunctioning**. This is a Body Corporate issue.

**3.11** Item 9.3 in the March minutes refers to **items for the Village Bulletin** to be sent to the Secretary. This item is amended because it has been decided that for simplicity contributions are to be sent to the Editor, Jan Corlett.

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

- ***Update of Resident Kitchen dishwasher & fridge (3.3)***
  - Item is pending. Nothing further to report.
- ***Update of Pool Cover Disposal (3.4)***

- Item is pending. Nothing further to report.
- **Update on Smoking area improvements**
  - VM can advise that Action Maintenance has completed paving work in smoker's area; area is much more secure as a result.
  - VM has confirm new pole mounted cigarette bin has been installed
  - Works to area now completed
- **Quality of Food Services in Manor (4.1)**
  - VM to discuss current concerns with RAC regarding food quality in Manor
  - Points to note
  - Noted decline currently being seen on weekend food production / delivery
  - Current Covid conditions are "not normal " operating conditions
  - Restaurant services to return – Max 20 residents daily Monday 15<sup>th</sup> June
  - December 19 RSS results have community higher the Top 25 villages nationally by 0.2%
  - Recommend Dining Select complete Food Forum Survey / meeting post stage 3 Covid restrictions
- **State of Storeroom Level One Manor (4.2)**
  - VM to update & discuss with committee progress on storeroom clearing
  - **Village Manager – New Items:**
    - VM to update committee on COVID-19 Actions :
      - Weekend Security to end as of Sunday 14<sup>th</sup> June
      - Daily Visitor Registrations to cease June 30<sup>th</sup>
      - Community Centre daily cleaning and sanitation to end 30<sup>th</sup> June, Village to absorb costing from 01<sup>st</sup> July as per Government Spec
      - Qld Government Stage Two easing in place – 20 pax
      - Resident Activities recommencing with Social Distancing
      - Dining for SA residents resumes (Max 20 pax) Monday 15<sup>th</sup> June
      - Qld Government Stage Three easing planned for 10<sup>th</sup> July
    - New Community Manager – Richard O'Connell to be in place by 1<sup>st</sup> July
    - Budget update / RAC request for GSF / Sinking Fund separation to be discussed

4.3 The Secretary is to write to Richard Fahy (Aveo Group Community Manager Queensland North) requesting an appropriate **Dishwasher for the Residents' Kitchen.**

**4.4 Budget update / RAC request for GSF / Sinking Fund separation - to be discussed at the meeting.**

In the time between the BCC meeting and the RAC meeting a letter addressed to the RAC had been sent by Steve Hill and copied to the VM. It was received on the 11<sup>th</sup> June, the day prior to the RAC meeting. The Chair wished this to be discussed when the Village Manager (VM) Nole Beardwood was present.

The Chair wished the contents of the letter which also referred to the separation of the budgets to be discussed when the Village Manager (VM) Nole Beardwood was present.

Desolie Gleeson asked how the members of the Finance Sub Committee had been selected given that the members of the BCC were no longer represented. The VM outlined the discussions at the Body Corporate Committee (BCC) meeting on Friday 5<sup>th</sup> June.

The following is a synopsis of the discussions held with committee members at the RAC meeting.

The Residents' Association Constitution (30<sup>th</sup> October 2018) states that it is the RAC Finance Sub Committee (FSC) who *"review and oversee all matters pertaining to the GSF's (General Services Funds) and the MRF (Maintenance Reserve Fund)"* on behalf of the Residents' Association.

The FSC follow the Retirement Villages (RV) Act(1999 (updated 2020) implicitly, and the budget for 2020/2021 is currently under discussion. The area the RAC *"may discuss with the scheme operator"* are the budgets for the MRF, GSF and CRF (Capital Replacement Fund).

The Body Corporate budget for the "Sinking Fund" will be discussed according to the Body Corporate Act 1997 *"the body corporate manager (that is the Village Manager) must work in conjunction with 'authorized members' of the body corporate with respect to the financial accounts"* of the Village. This is the exclusive right of the members of the BCC.

Further explanation was given regarding the difference between strata title units, gated communities and a retirement village. The BCC of strata title units or gated communities are governed by the Body Corporate Act and the BCC look after the administration funds as well as the sinking funds. A retirement village is governed by the Retirement Villages Act hence the functions are handled differently. On occasion the RV Act may conflict with other Acts including the BCC Act and the ruling is *"the Retirement Villages Act prevails to the extent of the inconsistency"*.

The VM noted that Pat Bowen, a former Chair of the RAC, stated at the BCC meeting that the actions of the RAC in the separation of these budget deliberations were completely lawful.

Moved Wayne Collard 2nd John Davies 'it is proposed that the Residents' Association Committee fully supports the RAC Finance Sub-Committee comprising the Chair, the Treasurer and one other RAC member proposed by the scheme operator.' Carried unanimously.

At 10:45am Chair Jan Corlett thanked Village Manager Nole Beardwood who then left the meeting.

## **5. Outward Correspondence:**

5.1 14/03/2020 Letter to a resident re his behaviour towards Bar Staff.

5.2 14/03/2020 Email letter to Residents announcing the name change for the RAC Bulletin to become The Residents' Association Village Bulletin. Also informing

them that Jan Corlett will be Editor, Jan Lambert will be producer. All information to go to Jan Corlett. The Bulletin will be produced monthly after the RAC meeting.

5.3 15/03/2020 Email to Jan Lambert re item 5.2.

5.4 15/03/2020 Email to Social sub-committee & kitchen co-ordinators re grant from RAC to purchase cutlery.

5.5 15/03/2020 Email to Temeika Lewis asking her to order 2 large skip bins.

5.6 28/02/2020 Email to John Weeden regarding use of the PDR by the Bingo Group.

5.7 28/03/2020 Email to Anne Millier regarding use of the PDR by the Mahjong Group.

5.8 28/03/2020 Email to Bruce & Glenda Townsend in response to their email dated 27/03/2020 acknowledging receipt of the email.

5.9 17/04/2020 Email letter from Treasurer Sue Day to Richard Fahy objecting to the \$7000 charge imposed on the Village for an IMS Audit Report.

5.10 05/05/2020 Letter to Acting AVEO CEO Jeff Kendrew praising the leadership & company's response to COVID-19.

5.11 13/05/2020 Email letter to George West acknowledging his letter of retirement as Licensee of the Manor Bar effective 1st July & thanking him for his contribution to the Manor Bar over the years.

5.12 20/05/2020 Email to Steve Hill informing him that a new ANF has been ordered.

5.13 20/05/2020 Email to the RAC announcing the appointment of Bob Jack to the position of Manor Bar Licensee.

5.14 26/05/2020 Email from Jan Corlett to Sharon Jack re notices for Manor Bar.

## **6. Inward Correspondence:**

6.1 27/03/2020 from Bruce & Glenda Townsend. Copied to Secretary of RAC, letter to Nole Beardwood re Mahjong group using PDR.

6.2 28/03/2020 email letter from Licensee, George West re statement in April minutes item 9.1

6.3 30/03/2020 email from John Weeden re Bingo Group using PDR.

6.4 20/03/2020 Letter addressed to Sue Day from Richard Fahy rescinding \$7000 IMS Audit charge.

6.5 12/05/2020 Email from Licensee George West who is retiring from this position effective 1st July 2020.

6.6 14/05/2020 email from Steve Hill re the condition of our Australian National flag.

6.7 23/05/2020 Glenda Townsend, copied to Nole Beardwood re Mahjong Group using PDR.

6.8 25/05/2020 email from Nole Beardwood to Jan Corlett regarding meals in The Manor.

6.9 25/05/2020 email from Sue Day to Nole Beardwood copied to Secretary re Nutrition Select now only selling frozen meals.

6.10 27/05/2020 email to Jan Corlett from bar manager Sharon Jack re notices in the Manor Bar.

6.11 09/06/2020 Email from Carol Rooke convenor of the Readers Group with suggestions for the Library.

Re Item 6.11 The Secretary was instructed to forward Carol Rooke's suggestions to the Librarian Isabel Burnett.

Moved John Davies 2nd Wayne Collard 'that the Outward & Inward Correspondence be accepted'. Carried.

Re item 6.2. This item was missed during the meeting. The Secretary contacted the RAC who all had a copy of George's email, and gained their agreement to include the following:-

**Addendum:** "George West in his email of 28th March points out that the statement 'To do so contravenes our liquor licence is incorrect'. George points out that this is a business decision for the managers of the bar premises [the RAC] but does not contravene the conditions of the licence."

## **7. Treasurer's Reports: Sue Day.**







**Peregian Springs Country Club Quarterly Treasurer Report**  
**Quarterly Report January 2020 - March 2020**

**Expenditure**

Bar Supplies	\$	5,963.00	Drink Supplies for Bar
Bar Expenses	\$	400.00	Cupboard, buckets, fan & stoppers
Library Books	\$	182.00	Books for Feb & March
Valentine's Day Raffle	\$	334.00	Raffle prizes
Entertainment - Valentines Day	\$	393.00	Bubbles & Food
Entertainment - Australia Day	\$	1,213.00	Music and Food
38 Birthdays	\$	114.00	Free Birthday drinks
Stationery	\$	116.00	Various USB's for TV printer cartridges
Noosa Heads Lions Club	\$	250.00	Donation
Bowlers Christmas Party	\$	200.00	Donation
Open Table 6 New Residents	\$	99.00	Welcome Lunch 28.01.20
Puzzles and Frame	\$	166.00	For Manor Ladies
St Patricks Day prizes	\$	16.00	Cancelled held for after Covid
<b>Total Expenditure</b>	<b>\$</b>	<b>9,446.00</b>	

**Income**

Bar Takings	\$	8,659.00
Bar Floats	\$	330.00
Australia Day - 109 X \$5 per Resident	\$	545.00
Raffle proceeds - Valentine's Day	\$	545.00
Aveo reimbursement for Patio Roof Costs	\$	1,000.00
<b>Total Income</b>	<b>\$</b>	<b>11,079.00</b>

Net Profit **\$1,633**

**The Quarter started with \$13669 and finished with \$15302 Nett Profit of \$1633**

**The RAC is currently worth \$18302 - Plus the March stock take when done \$15302 in Current Account plus \$3000 in Imprest Account**

**A message from the Treasurer regarding attached reports:**

Quarterly Treasurer Report for January 2020 - March 2020 **as above**

Treasurer Report for March 2020 **due to no RAC meeting in April**

No report for April 2020 **due to no income or expenditure**

No stock take was done for the Bar in March due to Covid, closing of the Bar and the Manor  
The Bar Managers will do one prior to reopening. Bar floats banked in March for safe keeping

*The Village budget is currently on track and is so far expected on time this year*

If anyone has any questions or queries please contact me

Sue Day

RAC Treasurer

Moved Sue Day 2nd Wayne Collard 'that the Treasurer's Reports be accepted'.  
Carried.

### **8. Bar Sub-Committee Report: Wayne Collard.**

Wayne reported that since lockdown due to Covid-19 the Manor Bar has not been operating.

He was happy to report that Anne Millier has successfully completed her Bar certification training.

Wayne also announced that Bob Jack has also been certified as the new Licensee.

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

#### **9.1 Anzac Day.**

Commemorations Working Group convenor Jan Corlett reported that though very different this year's Anzac Commemoration went very well. It was particularly special holding the event at dawn and with the contribution of members of St Andrew's Anglican College, including the bugler. Many residents were in their driveways and on their balconies with lighted "candles" to light up the dawn. The Anzac Reflections Bulletin was much appreciated by residents.

#### **9.2 Disaster Response Working Group.** Report from convenor Peter Wright:

Now that COVID19 restrictions are beginning to relax, the Disaster Response Working Group has resumed its deliberations albeit without face to face meetings.

##### **(1) Resident Survey of Disaster Preparedness**

We are working up a questionnaire to survey all residents and collect information on their ability to respond to a disaster such as the bush fire that threatened the village last September.

##### **(2) Offer of Financial Support from AVEO**

AVEO has offered our village \$10,000 to provide equipment/facilities to help us respond to disasters in the future.

The working group is considering this.

One possibility is to appoint street wardens and provide each with a two-way radio in view of the poor performance of land lines and mobile phones during last September's emergency.

This is estimated to cost about \$5,000 which would leave another \$5,000 to be spent on other initiatives.

9.3 **Doggy Poos** are still an issue in the Village. There's a need for a reminder to dog owners and dog walkers to meet their obligations. The Secretary was instructed to write an item on this matter to be published in The Village Bulletin.

9.4 **The Skip Bins** ordered earlier in March were cancelled due to lock-down. The Secretary was instructed to order 3 large low skip bins to be delivered Monday 22nd June. AVEO will be invoiced for 1 of the bins which will provide space for the items to be disposed of which are currently in the storeroom. The Secretary will order the bins via Temeika.

Temeika is to inform Sue Day about billing.

#### 9.5 **QGM & AGM.**

The QGM & AGM is scheduled to be held on Tuesday 28th July this year. The committee discussed the possibility due to Covid-19 & restrictions on large gatherings together with the election time frame requirements that year's QGM/AGM would probably be deferred.

Moved John Davies 2nd Desolie Gleeson 'that until the restrictions due to Covid-19 have been eased the AGM & QGM meetings due in July will be postponed until a date to be fixed'. Carried unanimously.

#### 9.6 **Residents' Association Handbook** updates.

These will be finalised at a later date after COVID restrictions are eased.

**Next RAC meeting** Friday 10th July 9am in the Private Dining Room/Board Room.